



**Job Title:** Director of Finance  
**Location:** Riverton, WY  
**Job Type:** Full Time  
**Salary:** Negotiable – DOE

### OPEN UNTIL FILLED

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)

### SUMMARY

High Plains Power is an electric cooperative owned by the members we serve. First and foremost, it is providing helpful and courteous assistance to our member/owners.

Under the direction of the Chief Executive Officer (CEO), the Director of Finance is responsible for overall direction and accuracy, completeness, and timeliness of the accounting by performing duties personally or through subordinate employees. This position must have strong management skills in planning, communication, delegation, evaluation, and problem solving. The candidate for this position must have extensive knowledge of generally accepted accounting principles.

While performing professional duties, the Director of Finance upholds the High Plains Power Mission while reinforcing the Strategic Goals of the Cooperative.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises employees in Accounting. Responsible for the overall direction, coordination, and evaluation of these listed positions. Carries out supervisory responsibilities in accordance with High Plains Power policies and applicable laws.
- Responsible for training of employees; planning, assigning, and directing work; completing performance appraisals; addressing complaints and resolving problems.
- Establish procedures and proper controls over all accounting and billing department tasks. Suggests and implements process improvements.
- Ensure financial accounts are reconciled and analyzed for the purposes of updating significant estimates, changing assumptions, or correcting misstatements.
- Ensure necessary journal entries are prepared and properly recorded. Control all adjustments to the general and subsidiary ledgers.

- Work with the senior leadership team to develop and improve accounting policies and procedures, internal controls, reporting and information flow. Ensure controls over financial data are in place and operating effectively.
- Prepares necessary documentation and reports for Cooperative audits. Assists with the issuance of the annual financial report.
- Under the direction of the CEO, manages and monitors the cash of the cooperative. The Director of Finance will wire and invest funds as necessary and in accordance with HPP's policies and procedures. Efforts will be focused on maximizing investment earnings by reviewing cash positions and forecasting cash balances. Prepare regular reporting on cash positions and forecasts.
- Assists with working with department heads in preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Assists in preparation of the long-term financial forecast.
- Ensure proper controls are in place to safeguard HPP's assets.
- Manage all aspects of HPP's banking protocols. Administer user profiles for all who have access to online banking platforms.
- Compiles consolidated financial statements and revenue reports on a monthly basis.
- Directs and oversees required quarterly and year-end accounting, finance and federal and state forms/reports.
- Reviews and keeps informed with accounting procedures.
- Assists department managers to ensure that all information necessary for proper accounting records are complete and correctly reported.
- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

## **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

A four-year degree from an accredited college in Accounting or Finance AND five (5) years' experience OR equivalent combination of education and experience in accounting. Certified Public Accountant (CPA) license is preferred and may be substituted for additional years' experience. Previous supervision experience is required.

Must have a valid driver's license; must keep current and valid throughout employment.

Must be a current notary public or become one within 60 days of hire and maintain throughout employment.

## **WORKING CONDITIONS**

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Occasionally required to move objects generally weighing 10 pounds or less. Job requires being in a stationary position most of the time. Requires repetitive motions such as dialing and keyboarding. Must be able to use office equipment such as a copier, computer and printer. Must recognize, avoid, and communicate safety hazards to others. Normally have regular hours of work with irregular volume of activity.

## **NOTES:**

- FSLA: Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Transcripts of relevant coursework, degrees, and/or vocational or technical education will be required upon interview.
- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Inquiries regarding application status will not be returned as candidates offered an interview will be contacted. Transcripts of relevant coursework, degrees, and/or vocational or technical education will be required upon interview.
- Successful applicants must pass a background/reference check, medical assessment, and drug test before hire.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.
- High Plains Power offers a competitive benefits package including medical, vision, dental, life insurance, and long-term disability; 401k Pension Plan, Retirement Security Plan, paid holidays, PTO, and tuition reimbursement program.