



Controller

Clean Power Alliance (CPA) is a new Community Choice Aggregation/Joint Powers Authority formed to provide electricity services to retail customers in Southern California. With 31 member agencies, CPA will be the largest CCA in California and 5th largest electric utility in the State, serving over three million residents and businesses through more than one million customer accounts.

CPA uses its market power to advance clean energy goals in a way that adheres to the local priorities of its member agencies. To further this mission, CPA is seeking a motivated and detail-oriented team member to lead the accounting and controls area, under the supervision of the Chief Financial Officer.

This is a challenging opportunity to play a key role in restructuring Southern California's energy market to rapidly reduce greenhouse gas emissions and provide local choice in energy supply and services. To be successful you must:

- Have high attention to detail with strong organizational skills
- Have strong project management skills
- Handle multiple priorities to meet deadlines and escalate key issues
- Work accurately and swiftly under pressure
- Demonstrate good judgement and integrity
- Communicate effectively, orally and in writing and have the ability to translate complex technical information into non-technical language
- Have a high tolerance for uncertainty but know how to bring things to resolution
- Have a strong work ethic befitting a start-up environment

The Controller performs the full range of professional accounting, financial and auditing duties utilizing generally accepted accounting principles for government agencies. The position is responsible for coordinating the information necessary to complete financial statements and performs monitoring and analysis of budget-to-actual activities. The Controller will bring a strong audit background and proven accounting and financial reporting experience; be a proactive, big-picture thinker who also has a strong detail-orientation; and have demonstrated the ability to work collaboratively with others. Key duties include:

- **Accounting:** Coordinates and oversees the financial accounting functions such as development and application of accounting policy, payroll, accounts payable, and accounts receivable and their integration into the general ledger. Reviews and approves all journal entries. Prepares and maintains monthly analysis of general ledger account balances including; Reconciliation to statements from the agency's financial institution for cash activity and balances; Reconciliation of customer activity and accounts receivable aging to general ledger
- **Systems:** Select and maintain accounting and accounts payable processing software. Responsible for maintaining the accuracy and integrity of all financial data within the accounting system. Ensures compatibility between accounting and budgeting and other management systems.

- **Reporting:** Responsible for preparing annual financial information, including the agency's Annual Financial Report in compliance with Generally Accepted Accounting Principles (GAAP), and applicable Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements, local, state, federal and professional guidelines and Agency policies. Prepares monthly financial and budget to actual reports.
- **Payables and Receivables Management** Working in close cooperation with the energy invoice settlements team, process and ensure accuracy of payables. Processes payroll semi-monthly. Generate invoices and track accounts receivable.
- **Compliance and Controls:** Files various compliance reports and information returns for state and local agencies, such as user taxes, energy surcharges, state controller reports, forms 1099/1096's. Reviews, updates, monitors and enforces policies and procedures to support effective internal controls.
- **Audit** Coordinates the annual financial statement audits. Reviews and proofs audit work papers and reconciles reports. Ensure timely issuance and distribution of audited financial reports.
- **Budget and Treasury:** Support departmental and annual budgeting processes. Oversees budget to actual and vendor level reporting. Ensure expenditure / budget compliance. Supports the treasury function under the direction of the CFO.

Supervisory Responsibility: Depending on work load the position may supervise one administrative or junior accounting staff person.

Qualifications:

- The position requires a bachelor's degree in accounting or related field, and at least 6 years of increasingly responsible experience in accounting in a governmental or public agency setting.
- A Master's Degree, supervisory experience and license as a Certified Public Accountant is preferred.

Start date: June 15, 2019

Salary and Benefits: CPA offers competitive salaries benchmarked against other CCAs and public agencies. Benefits include health care, a 401(k)-type match program, paid vacation and sick leave. This is not a civil service position.

Location: Downtown Los Angeles.

Culture: CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team building the largest CCA in California, high levels of trust and mission alignment will be key to individual and team success.

Commitment to Diversity: CPA is made up of geographically and socioeconomically diverse members and intends to build a staff reflecting that diversity. We are an equal opportunity employer and actively seek a diverse pool of candidates for all positions.

How to Apply: Candidates should send a resume, well-written cover letter and 3 references to jobs@cleanpoweralliance.org.