Who We Are

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 32 member agencies, CPA is the largest CCA in California and 5th largest electric load serving entity in the State, serving over three million residents and businesses through approximately 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 an experienced, highly motivated and dynamic accounting professional to join our growing Finance and Accounting team to perform general ledger tasks and accounting functions.

This is an exciting opportunity at an important intersection of finance and energy in California. The incumbent will play an important role helping to restructure Southern California’s energy market to rapidly reduce greenhouse gas emissions and provide local choice in energy supply and services.

What You’ll Do

Under the supervision of the Controller, the Accountant will perform the key accounting functions including month-end close process, balance sheet account reconciliations, annual financial audit and ad-hoc accounting projects.

Who You’ll Work With

Working closely with the Energy team and our third-party consultants as well as vendors, the Finance and Accounting team performs various functions including treasury management, general accounting, financial reporting, financial planning and analysis, budgeting and risk management.

Commitment to Diversity

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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, collaboration, and mission alignment are key. We value transparency, responsiveness, and innovation.

Successful Candidates Must Demonstrate the Following Abilities:
• Thorough knowledge of General Ledger, Accounts Payable and Accounts Receivable processes and procedures
• In-depth understanding of Generally Accepted Accounting Principles (GAAP)
• Hands-on experience with accounting software/system such as QuickBooks and other Enterprise Resource Planning software
• Advanced MS Excel skills including Vlookup and pivot tables
• Strong analytical skills and critical thinking
• Excellent verbal and written communication skills
• Accuracy and attention to detail
• Strong work ethic and comfortable in a fast paced, start-up environment. Work well on diverse teams and in a highly collaborative environment.

Duties and Responsibilities

• **Month-end Close Process:** Participate in month-end close process, prepare journal entries related to accrued revenue, cash receipts, accounts payable, cash disbursements, payroll, accrued expenses, aggregate customer billings, etc.

• **Balance Sheet Accounts Reconciliation:** Reconcile all balance sheet account balances and bank accounts to ensure all accounting transactions are properly and accurately recorded.

• **Annual Financial Audit:** Assist in annual financial audit process and prepare workpaper and audit schedules as assigned. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.

• **Internal Control:** Assist Controller in assessing financial internal controls including risk assessments and review of risk areas. Assist in documenting Accounting policies and procedures and implementing financial internal controls and best practices.

• **Invoice Validation and Payment Processing:** Perform non-energy invoice validation and coordinate with Settlement Analyst to support energy invoice validation as assigned. Process invoice payment as assigned.

• **Budget Process:** Assist in annual budget process and with preparing department Budget to Actual analysis.

• **Compliance Reports:** Assist in state and local agencies compliance reports such as use taxes, energy surcharges and State Controller reports. Perform other compliance reports as assigned.

• **Other Responsibilities:** Assist in the computation of estimated SCE user fees earned but not billed, maintain capital fixed asset schedules, and perform ad hoc accounting analysis and projects as assigned. As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.

Qualifications

• Candidates must have a Bachelor’s degree in Accounting with minimum 5 years relevant accounting experience.
- Energy market experience is a plus but not a requirement

**Required Skills**

- Excellent GAAP knowledge and analytical skills
- Extensive knowledge of general financial accounting and cost accounting.
- Ability to perform in dynamic work environment
- Excellent organizational, interpersonal and analytical skills Have curiosity and a desire to learn
- Excellent verbal and written communication skills
- Experience in energy and non-profit industry is a plus
- QuickBooks and other accounting system experience is a plus

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Salary and Benefits**

The salary range for this position is $80,000 - $115,000, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

**How to Apply**

Candidates should send a succinct and well-written cover letter and resume with 3 references to jobs@cleanteam.org. The proposed start date for the position is February 1st, 2020 or as otherwise determined by CPA. The position will remain open until filled.