



## Accounting Manager

### Who We Are

[Clean Power Alliance](#) (CPA) is a new Community Choice Aggregation (CCA)/Joint Powers Authority (JPA) formed to provide electricity services to retail customers in Southern California. With 32 member agencies, CPA is the largest CCA in California and 5<sup>th</sup> largest electric load serving entity in the state, serving more than 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 Accounting Manager will perform 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. CPA 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 Receivables processes and procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software/systems such as QuickBooks and other ERPs
- Advanced MS Excel skills including Vlookups 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
- Working well on diverse teams and highly collaborative
- Energy and power market experience is a plus but not a requirement

#### ▪ **Duties and Responsibilities**

- **Month-end Close Process:** Manage month-end close process, prepare journal entries related to accrued revenue, cash receipts, accounts payable, cash disbursements, payroll, accrued expenses, aggregate customer billings, prepaid amortization, deferred rent, depreciation expenses, etc. Ensure an accurate and timely month-and year-end close.
- **Balance Sheet Accounts Reconciliation:** Reconcile all balance sheet account balances and bank accounts on a monthly basis including all accrued revenues, fixed assets, restricted cash, accrued costs of energy and supplier security deposits to ensure all accounting transactions are properly and accurately recorded.
- **Cash Management:** Assist Controller in daily banking requirements, monthly lockbox distribution and prepare weekly cash forecast reports for cash planning and investment.
- **Grants and Local Programs:** Assist in CPA's various grants and local program accounting, transaction tracking, reconciliations and financial reporting in compliance with GAAP accounting and contract agreements.
- **Financial Reporting:** Assist with the monthly and annual financial statements preparation and other compliance reports.
- **Annual Financial Audit:** Assist in annual financial audit process and prepare workpaper and audit schedules as assigned.
- **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.
- **Tax Filings and Compliance Reports:** Assist in monthly and quarterly tax filings and state and local agencies compliance reports such as monthly utility-use taxes, electrical energy surcharges and State Controller reports. Perform other compliance reports as assigned.
- **System Implementation:** Assist Controller in the system selection process, implementation and upgrade; perform data verification and migration as needed.

- **Process Improvement:** Monitor and analyze Accounting workflows to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- **Budget and Forecast:** Support the department's budget and forecast activities and assist in monthly budget vs actual analysis.
- **Other Responsibilities:** Support Controller with special projects and maintain capital fixed asset schedules and deferred rate schedules and perform ad hoc accounting analysis and projects as needed.

### **Qualifications**

Candidates are required to have a bachelor's degree in Accounting with a minimum of 5 years full cycle of monthly close accounting and financial reporting experience. Must be an advanced MS Excel user and have experience with large ERP systems. In addition, have proven knowledge of accounting standards, principles, and regulations.

### **Required Skills**

- Excellent GAAP knowledge and strong analytical skills
- Ability to track and manage several projects simultaneously in a dynamic work environment
- Exceptionally motivated, organized and detail-oriented with a high level of accuracy
- Have curiosity and a desire to learn; team player with a willingness to help where needed
- System implementation experience is a plus
- Experience in energy and non-profit industry is a plus
- QuickBooks and other accounting system experience is a plus

### **Salary and Benefits**

The salary range for this position is \$100,000 - \$130,000, with exact compensation to be determined by CPA, 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 concise, well-written cover letter and resume with three (3) references to [jobs@cleanpoweralliance.org](mailto:jobs@cleanpoweralliance.org). The start date for the position is as soon as possible and will remain open until filled.