Accountant

Who We Are

Clean Power Alliance is Southern California’s locally operated community choice aggregation (CCA) electricity provider across 32 communities within Los Angeles and Ventura counties. 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. We offer clean renewable energy at competitive rates and have been operating since 2018.

What You’ll Do

CPA is seeking an experienced, highly motivated and dynamic accounting professional to join our growing Finance and Accounting team. The Accountant will perform a full range of accounting duties and will be responsible for accounts payable (AP) and accounts receivable (AR) processing, performing monthly AP and AR reconciliations, and related analysis and reporting.

Who You’ll Work With

Reporting to the Controller, the Accountant will work closely with other members of the Accounting and Finance team, along with the procurement team, internal staff, energy suppliers, and vendors of Clean Power Alliance, including third-party consultants. The Finance and Accounting team performs various functions including treasury management, general ledger accounting, accounts payable and receivable, 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 Accounts Payable and Accounts Receivables processes and procedures.
- Understanding of Generally Accepted Accounting Principles (GAAP).
- Hands-on experience with accounting software/system such as QuickBooks and other ERPs.
• Strong 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 highly collaborative.

Duties and Responsibilities

• **Accounts Payable:** Review and process all invoices, local program and grants payments, and employee expense reimbursements. Ensure all invoices are properly approved with adequate supporting documentation, and correct GL coding. Ensure cash disbursements are accurate and timely.

• **Accounts Receivable:** Prepare all invoices, handle billing issues and resolve missed payments. Update receivables by applying receivables and bank remittance transactions. Prepare monthly AR reconciliation and review aging reports with management.

• **Monthly Close Process:** Download the monthly transaction postings from AP system to General Ledger to ensure system interface is complete and accurate. Perform monthly AP reconciliation and prepare accrual journal entries for invoices and other items as assigned.

• **Financial Controls:** Develop, implement and maintain AP and AR systems, procedures and policies to ensure adherence to company guidelines and industry best practices.

• **Customer Services:** Maintain good vendor relations and provide excellent customer service. Act as a liaison between the company and non-energy vendors in situations when payment questions and issues arise.

• **Non-Energy Contract Tracking and Invoice Validation:** Perform non-energy contract amount tracking for invoice processing and analysis. Perform non-energy invoice reviews and validation and coordinate with Settlement Analyst to support energy invoice validation as needed.

• **Annual Financial Audit:** Assist in annual financial audit process and prepare workpaper and audit schedules related to AP and AR areas.

• **Other Responsibilities:** Prepare annual Form 1099 filings, resolve 1099 issues, prepare monthly Utility Users Tax filings, quarterly Electric Energy Surcharge Tax filings and other ad hoc accounting analysis and projects as assigned.

Qualifications

Candidates must have a bachelor’s degree in Accounting, Finance or related field with minimum of 5 years of relevant accounting experience including 3 years of accounts payable processing experience. Must have experience with large ERP AP systems (e.g. Oracle, SAP) as well as 1099 filing experience.
**Required Skills**

- Experience with generally accepted accounting principles.
- Strong MS Excel skills and business solution software experience.
- Strong analytical and problem-solving skills.
- Attention to details and accuracy, self-starter and able to work with limited supervision.
- Excellent interpersonal skills and communication skills.
- Excellent planning and organizational skills to balance and prioritize work.
- Experience in energy and non-profit industry is a plus.
- Experience with QuickBooks and other accounting system.

**Salary and Benefits**

The salary range for this position is $75,000 - $105,000, 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@cleanpoweralliance.org. The start date for the position is as soon as possible and will remain open until filled.