



## **Financial Planning & Analysis Manager**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking an experienced, detail-oriented, and enthusiastic professional to join our growing team as Financial Planning & Analysis Manager. This position will oversee agency budgeting, support cost center managers with budget to actual reporting, perform AR aging analysis, support the customer bill collection process and cash collection cycle analysis, facilitate integration and analysis of data from various sources (e.g., supplier invoices and contract data, customer billing data, and accounting and budgeting data), develop systems and processes that strengthen financial controls and analytic capabilities, and provide analysis and insight into CPA's financial risk and performance.

Key focus areas will be developing and maintaining processes and systems to (i) manage annual budget and budget amendment processes, (ii) conduct budget to actual variance analysis, (iii) assist in the month-end close process, (iv) prepare balance sheet account reconciliations, (v) facilitate monthly cost center cost tracking and analysis, (vi) track spending relative to contract terms and in particular not-to-exceed amounts, (vii) support energy supplier, billing data manager and IOU service fee invoice validation, (viii) perform AR aging analysis and oversee third party collection agent(s) performance, (ix) undertake cash flow modelling, and (x) Finance and Accounting ad-hoc projects.

### **Who You'll Work With**

Reporting to the Controller, the Financial Planning & Analysis Manager will work closely with senior management as well as with staff members responsible for front, middle and back-office functions, non-energy contract management, and information systems and technology to ensure the financial and analytical needs of the organization are met. The Financial Planning & Analysis Manager will also work with key external vendors and partners including CPA's data manager, scheduling coordinator, and our operational business partner, Southern California Edison (SCE).

### **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 that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

### Successful Candidates Must Demonstrate the Following Abilities:

- Enjoy engaging with passionate internal and external stakeholders.
- Be a strong communicator who can write compellingly and clearly.
- Have experience in corporate or public agency financial planning and analysis, or similar financial functions.
- Possess good knowledge of General Ledger and Accounts Receivables processes and working knowledge of Generally Accepted Accounting Principles (GAAP).
- Exhibit strong analytical and critical thinking skills.
- Have a strong understanding of and experience with big data analysis including experience extracting and analyzing data from databases.
- Have a high tolerance for uncertainty and know how and when to bring things to resolution.
- Have a strong work ethic and be comfortable taking initiative in a fast paced, start-up environment.
- Work well on diverse teams.
- Be able to translate complex technical information into non-technical messages for business users.
- Be able to organize and carry out projects with minimal instruction.
- Compose correspondence independently based on policy and guidelines and maintain complex records.

### Duties and Responsibilities

#### Budget Project Management:

- Working with cost center managers, develop cost center budgets and other financial forecasts that support the annual budgeting and periodic budget amendment processes.
- Develop and implement budgeting processes and maintain cost center and consolidated budgeting worksheets.

#### Budget to Actual Systems & Analysis:

- Develop processes and reports that compare financial data and other performance results with budget and other projections. The processes should allow comparison between projections, accounting records, and new data as it becomes available and include deviations between budgeted and forecasted costs of energy and realized costs.
- Provide insight into the causes of budget-and-actual deviations and propose corrective actions.

#### Cost Center and Contract Tracking and Analysis:

- Working with cost center managers develop and maintain systems to report cost center budget to actual results and enable year end cost estimation.
- Working with Non-energy Contract Manager, develop and maintain systems to capture contract data, report contract spending and facilitate spending estimation for the balance of the contract term.

#### Invoice Validation and Financial Controls:

- Develop and maintain systems to support validation of service invoices from CPA's data manager and SCE using customer billing data.
- Perform analysis of customer billing data to support the accounting and financial control functions.
- Develop and maintain processes used to automate and support the validation of other invoices as assigned.
- Work with Technology Team to identify data needed in our data warehouse to support variance and other analysis.

#### Retail Customer Receivables Reconciliations:

- Perform monthly AR aging analysis and the roll forward schedules.
- Reconcile monthly reports with lockbox deposit records and general ledger accounts.
- Research, resolve and document any variances and report discrepancies.

#### Account Receivables Write-off Validation and Research:

- Perform due diligence and reasonableness check on write-off list items provided by SCE.
- Research and resolve any discrepancies as needed.

#### Customer Bill Collection Process Support and Analysis:

- Coordinate with and provide support to the third-party collection agencies in the AR collection process.
- Perform cash collection cycle analysis, identify process improvement opportunities, and provide analytic reports for management as requested.

#### Month-end Close Process:

- Participate in month-end close process, prepare journal entries related to customer programs' expenses and revenue, customer billings, allowance for doubtful accounts, bad debt write-offs and other GL entries assigned.
- Perform monthly account reconciliations as assigned.
- Prepare monthly cashflow statement and cashflow projection as needed.

### **Qualifications**

Candidates must have a bachelor's degree and a minimum of 5 years of financial and/or data analysis and modelling experience. Start-up experience and experience with California electricity or energy markets is highly desired. Must be able to sit or stand at a desk and work on a computer for prolonged periods.

### **Required Skills**

- Excellent Microsoft Excel skills.
- Strong GAAP knowledge and strong analytical skills.
- Experience with cloud computing, databases, data warehouses, and business intelligence tools such as Power BI, Tableau, or Looker are all considered a plus.
- Deep understanding of the interactions between systems and how business processes are enabled and impacted by those systems.
- Familiarity with SQL and at least one scripting language is preferred.
- Experience with energy trading or financial transaction systems including systems used to perform invoice settlements.
- Experience developing systems and performing analytics for an energy market participant is preferred.
- Experience with financial planning and analysis, budgeting, and reporting.

- Excellent verbal and written communication skills.
- Excellent organizational, scheduling, time management skills and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.

### **Salary and Benefits**

The salary range for this position is \$113,370-153,820, 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; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3611297](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3611297). The start date for the position is as soon as possible and will remain open until filled.