



## **Project Manager, Settlements**

### **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 a motivated, highly organized, and detail-oriented team member to oversee settlement processing, validation, and allocation of costs and revenues derived from transactions of wholesale energy, carbon free energy, renewable energy credits, and capacity products conducted through bilateral agreements and the organized California Independent System Operator (CAISO) bulk electric market. The team member will focus on developing and implementing settlements processes and controls to support the management of CPA's portfolio of power supply resources, which includes over 2,000 MW of new solar, wind, and battery storage assets.

The power procurement team performs various functions related to the development and management of CPA's energy supply portfolio, including procurement of renewable, carbon free, conventional energy, demand response, and resource adequacy products to contribute toward CPA's target portfolio mix, comply with CPA's hedging strategies, achieve regulatory and legislative targets, and maximize benefits for CPA's customers.

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

The Project Manager will report to the Director of Power Planning & Procurement. You will work closely with the power procurement team, finance team, CPA's scheduling coordinator, and other consultants as assigned.

### **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:**

- High attention to detail with strong organizational skills.
- Strong project management skills.
- Ability to handle multiple priorities to meet deadlines and escalate key issues.
- Ability to work accurately and swiftly under pressure.
- Good judgement and unshakable integrity.
- Ability to communicate effectively—both orally and in writing—as well as the ability to translate complex technical information into non-technical language.
- High tolerance for uncertainty as well as a strong drive to resolve it.
- Strong work ethic befitting a start-up environment.

### **Duties and Responsibilities**

- Working closely with CPA's third-party scheduling coordinator, validate weekly CAISO settlement statements to identify discrepancies, evaluate historical market performance, and identify opportunities for procurement cost optimization.
- Validate five-minute, fifteen-minute, hourly, daily, and monthly data (as applicable) associated with meter data and transactions of energy, Resource Adequacy capacity, Renewable Energy Credits (RECs), carbon free, and other wholesale products.
- Develop, run, and maintain reports and databases to validate power generation and price detail for bilateral counterparties in accordance with contractual provisions. Identify and perform analytical research to determine cause of settlements variances and work with counterparties to resolve variances. Ensure invoices and payment reports are validated, correctly coded, and internally distributed in time to meet all payment deadlines.
- Assist with tracking and validating data associated with various power transactions and compliance instruments (including REC and carbon free deliveries) to ensure they are captured in CPA's transaction management system correctly and can be used to support monthly accounting functions.
- Navigate CAISO website and scheduling coordinator portals to obtain settlement files and pricing data to reconcile invoices.
- Support other power procurement and finance department activities as needed, including but not limited to deal entry and capture, contracting support related to settlements mechanics and terms, compliance reporting, accounting, and other financial reporting, in coordination with CPA's scheduling coordinator, front, mid, and back-office functions.
- Prepare effective reports and presentations for senior management related to settlements outcomes.

- Other duties as assigned.

## **Qualifications**

Candidates must have a bachelor's degree and at least 2 years of experience in energy settlements, scheduling, or market operations. Understanding of CAISO and bilateral wholesale electricity market settlements processes, including familiarity with CAISO charge codes associated with load and supply resources. Ability to sit at a desk and work on a computer for prolonged periods. Currently, this position is temporarily remote; however, when the office reopens in September, this position is expected to report to our downtown Los Angeles office 2- 3 days per week. (The actual days of the week to be worked in the office will be determined by CPA, not by the candidate.)

## **Required Skills**

- High attention to detail.
- Excellent organizational, interpersonal, and analytical skills.
- Ability to handle multiple priorities to meet deadlines and escalate key issues.
- Possess a strong work ethic and be comfortable taking initiative while working in a fast paced, start-up environment.
- Ability to work well with diverse teams and consultants. Be able to thrive in a highly collaborative setting.
- Ability to work in time series data in a relational database using SQL programming and other data analysis tools including Excel, Power BI, SAS, R, and Python.
- CCA experience is a plus.

## **Salary and Benefits**

The salary range for this position is \$98,580-\$133,740, 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 apply at

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3712520](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3712520).

The start date for the position is as soon as possible and will remain open until filled.