



## **Accounting 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**

Under the supervision of the Controller, the Accounting Manager 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:**

- Very strong 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/system such as QuickBooks and other ERPs
- High proficiency in financial reporting with ability to analyze and evaluate financial issues and recommend solutions
- Advanced MS Excel skills including VLOOKUP's and pivot tables
- Advanced skills in automated financial and accounting reporting systems.
- 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 monthly 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 the all accounting transactions are properly and accurately recorded.
- **Accounts Payable Process:** Support AP accountant in invoice review, system interfacing, file uploads, clearing account research, contract and vendor expense tracking and reporting.
- **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:** Manage accounting for Company's grants and customer programs including transactions tracking, reconciliations and financial reporting in compliance with GAAP accounting, grant terms and contractual agreements.
- **Financial Reporting:** Assist Controller in the monthly and annual financial statements preparation and other compliance reports.
- **Annual Financial Audit:** Participate 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:** Prepare 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 accounting and AP software 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 budget and forecast activities and assist in monthly budget vs actual analysis.

- **Other Responsibilities:** Support Controller with special projects and maintain fixed asset schedules and deferred rate schedules, and perform ad hoc accounting analysis and projects as assigned. This position has no direct reports or supervisory responsibilities.

### **Qualifications**

- Candidates must 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 Microsoft Excel user and experienced with large ERP systems.
- Proven knowledge of accounting standards, principles and regulations.
- This position will be eligible for either hybrid or remote work options. The hybrid work option will require 2-3 assigned days in the downtown Los Angeles office and includes an enhanced transportation allowance. The remote work option requires in-person attendance at organization or team-wide events 3 times per year for 3-5 days per event with mass transportation reimbursement for travel within Southern California.

### **Required Skills**

- Excellent GAAP knowledge and strong analytical skills
- Able to track and manage several projects simultaneously in a dynamic work environment
- Exceptionally motivated, organized and detail-oriented with a high level of accuracy
- Curious with a desire to learn; team player with a willingness to help where required
- 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 \$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=3431718](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3431718) to complete an application.

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