



815 E Street, Suite 12716
San Diego, CA 92112
SDCommunityPower.org

OPEN POSITION ANNOUNCEMENT!

Financial Analyst

Open until filled. Issued: 8/1/2022

San Diego County – hybrid work schedule – in-office and telecommute

About the role

San Diego Community Power (SDCP) seeks a Financial Analyst who is a highly motivated performer who assists in planning and organizing detailed financial analyses primarily related to budget, fiscal, legislative, contract and administrative policy. The Financial Analyst will prepare and analyze financial reports, programs, and policies, assists in the evaluation for financial risks and assists in the proposal of recommendations to senior and executive-level staff. The analyst also assists in developing annual budgets and financial reports and in providing analytical support in a challenging and dynamic start-up environment.

A successful candidate will be able to work well both independently, with general direction, and collaboratively across the organization. As a startup organization, the candidate is expected to proactively support other agency duties as needed.

This role reports to the Finance Manager and works closely with the Chief Financial Officer.

Who is San Diego Community Power?

San Diego Community Power (SDCP) is a public agency, a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. We serve five member cities: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. Soon we will be one of the largest CCAs in California. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2022, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory. For more information, visit SDCommunityPower.org.

Our culture is built on open communication, accountability, and curiosity. We are a growing team built, built on trust, collaboration, and a connection to the community. We are responsive, and work smart to achieve high reaching goals.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees – Justice, Equity, Diversity and Inclusion. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit 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.

Essential Duties and Responsibilities

- Compiles and analyzes cash flow projections and financial reports; develops skill to evaluate financial data for risks or issues; assists in developing summaries and recommendations based on findings.
- Assists management in the budget development process, estimated funding requirements, monitoring of the budget, budget reporting, forecasted expense requirements, and interpretation of budget-related documents for small SDCP departments.
- Administers budgets for small departments and related programs, agreements, and/or projects; and, performing other related duties.
- Analyzes and negotiates budget and/or policy proposals in consideration of agency, Board and executive-level direction.
- Develops and monitors project budgets; tracks projects; prepares related reports; and, performs other related duties.
- Interacts frequently with analysts in other departments. Assists personnel with questions and inquiries regarding finance, payroll, contracts, purchasing and accounting matters.
- Develops soft and tactical skills for preparing materials, including staff reports, for budget workshops and public hearings by assisting management.
- Assists in the administration and monitoring of Procurement and Delegated Contract Policy; provides support to other departments.
- Leads the general administration and tracking of standby letters of credit including monitoring maturity dates and proactively notifying management.
- Performs other duties of a similar nature.

Desired Knowledge, Skills and Abilities

- Two or more years of verifiable experience performing complex budget or fiscal analysis
- Ability to visualize data and communicate quantitative information clearly for internal and external stakeholders, including the general public.
- Familiar in analytical methods, including methods for analyzing and reporting budget and finance data
- Familiar with applicable Federal, State, and Local laws, codes, rules, and regulations

- Familiar with municipal budgeting principles and administration
- Intermediate excel skills and experience analyzing large sets of data.
- Outstanding verbal and written communication skills.
- Comfortable working with a diverse workforce of people with different culture, backgrounds, and opinions.

Education and Experience

A Bachelor's degree is required in accounting, business or public administration, or demonstrable and commensurate work experience that is directly relevant for this position. Two (2) plus years of progressively responsible financial experience is required.

CCA experience is desired but, not required. Public sector finance experience and knowledge is desirable but not required.

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. Periodic interaction with the public, committee, and Board members at events.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and the in or communities. SDCP requires employees to be fully vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation

Starting Salary Range: \$85,000.00 to \$100,000 annualized pay – commensurate with experience.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers a group health benefits plan, including health care, vision, and dental insurance, for eligible employees. Health care support amount towards benefits elections equal to \$1,200 per month.

Retirement: SDCP offers a 457(b) plan for employee contributions and offers a 10% contribution to a Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*).

How To Apply

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

**SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO)
AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER.**