



## OPEN POSITION ANNOUNCEMENT

### Financial Analyst – Full Time – 40 hours/week

Open until filled. Posted 6/5/2023

*San Diego County – hybrid work schedule set by SDCP*



**About the role:** San Diego Community Power (SDCP) seeks an experienced Financial Analyst. The Financial Analyst assists in planning and organizing detailed financial analyses primarily related to budget, fiscal, legislative, contract and administrative policies. The Financial Analyst will prepare and analyze financial reports, programs, and policies as directed. This position will assist in the evaluation of financial risks to the organization and will propose recommendations to Senior Finance Manager and executive-level staff to mitigate risks and promote the interests of SDCP. The Analyst will also assist in developing annual budgets and financial reports and provides analytical support in building finance programs and policies for a growing, dynamic public agency.

#### WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

#### OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: 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. 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 2023, SDCP will provide electricity for half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit [SDCommunityPower.org](http://SDCommunityPower.org).

#### COMMITMENT TO DIVERSITY

At SDCP, 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. 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 PRIMARY RESPONSIBILITIES

- Assist in the development and evaluation of financial policies related to risk management, internal controls, accounting, financial reporting, grants etc. to ensure proper controls and to promote a strategic, long-term approach to financial management.
- Analyzes budgets and/or policy proposals in consideration of agency, Board, and executive-level direction.
- Leads the general administration and tracking of standby letters of credit as directed including monitoring maturity dates and proactively notifying management.
- Assists management in the budget and capital investment program 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.
- Develops and monitors project budgets; tracks projects; prepares related reports; and performs other related duties. Assists to identify key business metrics by which to evaluate SDCP's financial performance.
- Develops skills to evaluate financial data for risks or issues; assists in developing summaries and recommendations based on findings.
- Frequently interact and collaborate with other internal teams, data analysts, and other SDCP stakeholders to understand and optimize how data can be leveraged to meet business needs.
- Assists staff with questions and inquiries regarding finance, 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.
- Performs other related duties and responsibilities as required.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational, interpersonal, and analytical skills and attention to detail.
- Knowledge of finance and accounting concepts, including understanding of accounts payable and/or payroll.
- Ability to perform in dynamic public agency work environment that is growing.
- 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 to more advanced excel skills and experience analyzing large sets of data.
- Good communication skills, oral and written.
- Comfortable working with a diverse workforce of people with different cultures, backgrounds, and opinions. Experience developing working relationships that demonstrate high trust, collaboration, and team-player attitude.
- Curiosity and desire to learn and help improve business processes, systems, and organizational performance.
- Commitment to sustainability, community energy, and mission driven work.
- Access to reliable transportation to attend occasional SDCP events, meetings, and workshops, 1-2 times per month.

## QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Bachelor's degree is required in Accounting, Business, Finance, Economics, 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 highly preferred, performing complex budget or fiscal analysis.
- High proficiency with Microsoft Office Suite, Word, PowerPoint and especially Excel. Ability to use virtual meeting applications.
- Experience with relational databases and data analysis tools such as Power BI, Tableau and SQL is a plus.
- Energy experience and understanding of how markets operate is a plus.

## WORK ENVIRONMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 15 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

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 in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

*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:

**Salary Range:** The position salary range is: **\$82,200 to \$106,000; with exact compensation to be determined by SDCP, depending upon experience.**

**Benefits:** Standard benefits package including but not limited to:

**Insurance:** SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP provides health subsidy support towards the employee elected coverage. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

**Retirement:** SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's 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*), and 96 hours per year of accrued paid sick leave.

### 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](https://sdcommunitypower.org/about/career-opportunities)

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