



## OPEN POSITION ANNOUNCEMENT!

### Finance Manager – SD REN

Open until filled. Posted 08/13/2024

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

**About the role:** Community Power is seeking a Finance Manager who will help administer California Public Utilities Commission (CPUC) funded energy efficiency programs. This role will collaborate with the Finance and Customer Programs Departments to oversee the accounting functions for CPUC grant administration, including establishing invoicing templates and processes as well as financial tracking and reporting. The Finance Manager ensures the accuracy, completeness, and compliance of financial records; reconciles monthly ledgers; compiles, analyzes, and reports information; and provides budgetary support.

The Finance Manager will report to the Director of Finance.

### WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

### 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, County of San Diego, and National City. 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 nearly 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 hope 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

- Develop and establish standard operating procedures and coordinate with internal team members, external partners, and consultants/vendors for invoice preparation, review, and submittal.
- Manage accounting function for CPUC grant administration to ensure compliance with CPUC energy efficiency funding guidelines.
- Validate program expenditures and drive issues and discrepancies through to resolution.
- Exercise good judgment in managing accounting and operational risk.
- Implement and maintain required processes to ensure compliance with SDCP policies.
- Develop and provide training for invoice preparation and submittal, including instructions on appropriate allocation to CPUC cost categories.
- Coordinate with external parties to ensure timely receipt of grant funds.
- Develop and maintain budget tracker for grant funds.
- Support Programs Department in preparing financial information for monthly, quarterly, and annual reporting to the CPUC.
- Develop and implement systems for collecting, analyzing, verifying, and reporting financial information.
- Work independently, using good judgment and initiative in carrying out assignments. Set goals and priorities and carry out multiple assignments concurrently.
- Perform other related duties and responsibilities as required and assigned.

## PREFERRED KNOWLEDGE, SKILL AND ABILITIES

- A minimum of seven (7) years of experience in a finance or accounting position is required.
- A minimum of five (5) years of direct experience in implementing energy efficiency programs funded by the CPUC is preferred.
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations.
- High attention to detail and accuracy.
- Ability to direct and supervise.
- Ability to problem solve and bring forth ideas and solutions.
- Experience and comfort working in a fast-paced, fluid work environment.
- Experience developing and implementing processes in complex multi-department or matrixed organizations.
- Familiarity with San Diego regional sustainability/energy/climate action ecosystem (i.e., public agencies, nonprofits, community-based organizations) and the California utility landscape.
- Knowledge and demonstrated understanding of the fundamentals of environmental justice and equity principles.
- Motivated, collaborative, supportive team member that is excited to work with diverse teams and communities.
- Ability to work collaboratively, strong organizational skills, and demonstrated ability to manage multiple projects concurrently.
- Ability to take and provide critical feedback in constructive ways.
- Strong critical thinking skills including a high tolerance for uncertainty and the ability to identify issues and propose solutions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to comprehend and adhere to SDCP personnel policies.
- High proficiency with Microsoft Office Suite, Word, Excel, PowerPoint, and ability to use virtual meeting applications.
- Proficient in written and verbal communication (multiple languages preferred).

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

A four-year degree or higher from an accredited college or university AND a minimum of seven (7) years of related professional experience.

At least five (5) years of experience in a finance or accounting position with direct experience in implementing energy efficiency programs funded by the CPUC is preferred.

Four (4) additional years of professional experience may be used in place of a degree. A master's degree or higher may substitute for a total of one year of professional experience.

## **WORK ENVIROMENT & CONDITIONS**

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 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.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

*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: \$117,800 to \$159,000; 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 pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. 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.

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

**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)