

OPEN POSITION ANNOUNCEMENT

Associate Director of Finance

Open until filled. Posted September 08, 2025.

San Diego County, hybrid work schedule set by San Diego Community Power

About the Role

San Diego Community Power (Community Power) is seeking an Associate Director who will oversee and lead the Capital Investment Plan including California Public Utilities Commission (CPUC) funded programs. This role will be responsible for managing, reviewing, monitoring and growing multi-year investments in the agency's 5-year Capital Investment Plan (CIP) and the agency's annual capital budget including financial planning for future growth and ensuring alignment with organizational goals, regulatory compliance, and fiscal responsibility. The position will lead the collaboration between the Finance Department and Customer Programs Department in the administration and oversight of the accounting and reporting functions of all customer programs including programs funded from external sources such as the CPUC and California Energy Commission. Of particular significance to this role is the oversight of accounting and reporting of the CPUC-funded San Diego Regional Energy Network or SDREN. In addition, the Associate Director is accountable for the customer program department invoicing process and ensures the accuracy, completeness, and compliance of financial records; reconciles monthly ledgers; compiles, analyzes, and reports information; and provides budgetary support.

The Associate Director will additionally oversee the agency's indirect cost allocation plan in compliance with federal and state regulations, ensuring accurate distribution of indirect costs across programs and departments, supporting grant compliance, overseeing operating budget reimbursement, and providing strategic financial insights to leadership.

About San Diego Community Power

San Diego Community Power is a community-driven public agency providing clean energy to nearly 1 million customer accounts across the San Diego region. Formed in 2019, Community Power purchases energy from renewable sources, which SDG&E delivers through its power lines. As a not-for-profit, any revenues beyond operating costs are reinvested in our local communities.

Commitment to Diversity

Community Power is an Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) employer. Community Power values diversity and is committed to fostering an inclusive environment for all employees. We strive to hire employees reflective of the diverse communities that we serve. We provide equal employment opportunities to all applicants and prohibit discrimination and harassment of any kind, regardless of race, color, national origin, sex, gender identity or expression, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by federal, state or local laws.

Primary Duties & Responsibilities

- Lead, develop, and grow the finance team as needed to support Community Power customer program offerings.
- Lead, develop and oversee Community Power's Capital Investment Plan and capital budget including prioritization of programs and projects based on community needs, asset condition (when applicable), and funding availability and management of all funding, projects and programs contained within.
- Forecasting and tracking capital investment needs, identifying and seeking funding sources and acting as the technical advisor on efforts related to capital programming, project delivery, cost estimating, and budgeting.
- Leads the preparation and management of multi-year capital budgets including the coordination of funding strategies which may include, but is not limited to, grants, bonds, public-private partnerships, etc.
- Manage a team of direct reports that work across all aspects of CIP administration, program and project expenditures, invoicing, and reporting.
- Develop and maintain Community Power's indirect cost allocation plan in accordance with 2 CFR Part 200 and applicable state guidelines, ensuring the agency tracks and maintains adequate levels of overhead staff and tracks overhead reimbursement from internal and external funding.
- Partners with the CFO and Director of Finance to establish an Enterprise Resource Platform to serve as the system of record for tracking the agency's annual budget and CIP.
- Lead reconciliation process between the capital investment plan and the operating budget for scheduled reimbursements that need to occur.
- Develops internal controls and policies to ensure proper expenditure spending in compliance with local, state, and federal regulations, environmental standards, procurement policies and internal Community Power policies.
- Lead the development and establishment of standard operating procedures, coordinating with internal team members, external partners, and consultants/vendors for invoice preparation, review, and submittal.
- Exercise good judgment in managing accounting and operational risk.
- Leads the coordination with external parties to ensure timely receipt of grant funds.
- Leads staff in the development and implementation of systems for collecting, analyzing, verifying, and reporting financial information.
- Works 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.

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 Community Power as needed.



Skills & Qualifications

Required Skills & Qualifications

- At least five (5) years of direct experience in managing the finances, budgeting and accounting of publicly funded customer programs.
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations.
- High attention to detail and accuracy.
- Ability to direct and supervise a team of multiple staff.
- The 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.
- 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 Community Power personnel policies.
- High proficiency with Microsoft Office Suite, Word, Excel, PowerPoint, and ability to use virtual meeting applications.
- Proficient in written and verbal communication.

Preferred Skills & Qualifications

- At least five (5) years of direct experience managing the finances, budgeting and accounting energy efficiency programs funded by the CPUC.
- At least five (5) years of direct experience working for a load serving entity (i.e., Community Choice Aggregator, public utility, investor-owned utility) or on behalf of a load serving entity as a consultant/vendor.
- At least five (5) years of direct experience in managing capital programs in California including local, state, or federal funds.
- Experience collaborating with city and county departments, regional agencies, state officials, federal funding agencies, contractors, and the public to grow and enable funding opportunities
- Familiarity with San Diego regional sustainability/energy/climate action ecosystem (i.e., public agencies, nonprofits, community-based organizations) and the California utility landscape.

Education & Experience

Any combination of education and experience that would provide the above skills and qualifications is acceptable. Typical methods of obtaining the required qualifications include:

- A four-year degree or higher from an accredited college or university AND a minimum of eight to ten years of related professional experience.

- 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 Environment & Condition

Prolonged periods sitting at a desk and working on a computer is required. The occasional carrying, lifting and/or moving objects up to 25 pounds is required. Regular travel locally, up to 50% of the time.

Community Power employees work in the office and in the communities we serve. Community Power works to ensure a safe and healthy workplace for its employees and members of the community. Employees are required to be fully vaccinated for COVID-19.

Community Power is a public agency required to adopt and promulgate a Conflict of Interest (COI) Code. 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 candidate accepting this position may be required to file COI forms subject to the regulations of the Fair Political Practices Commission.

Compensation

Salary Range

The position's salary range is \$155,430 - \$209,880 with exact compensation to be determined by Community Power, depending on the candidate's experience.

Benefits

Standard benefits package include, but are not limited to:

Insurance: Community Power offers group health benefits, including medical, vision and dental insurance for eligible full-time employees. Community Power pays 100% of group health benefits, including medical, vision and dental insurance premiums for employees and dependents. Community Power also pays for a \$100,000 life and accidental death and dismemberment policy, short-term disability and long-term disability.

Retirement: Community Power offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

Paid Time Off: Community Power offers 11 holidays per year, plus a paid winter holiday (between December 24 and December 31); 160 hours of accrued paid time off (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 through Community Power's recruiting platform, Greenhouse. Applicants can access the platform at [Job-Boards.Greenhouse.io/SanDiegoCommunityPower](https://job-boards.greenhouse.io/SanDiegoCommunityPower) or by clicking "View Open Positions" on Community Power's "Careers" webpage: SDCommunityPower.org/Careers.

