



Community Choice Energy Accounting Manager



Background:

Desert Community Energy (DCE) is a joint powers authority formed in 2017 by the cities of Palm Springs, Palm Desert and Cathedral City as a public agency to operate a Community Choice Energy program within its service territory. DCE's purpose is to allow participating local governments to pool the electricity demands of their communities and offer cleaner and more locally produced electricity, demand reduction, economic investment, and competitive rates for residents, businesses, and municipal facilities in the participating jurisdictions. DCE's electricity portfolio is designed to be environmentally responsible and competitively priced.

DCE is locally controlled by a board of elected representatives and funded through program revenues; its budget is completely separate from the general funds of participating local governments. The Coachella Valley Association of Governments (CVAG) is under contract to DCE to provide administrative and operational staff. Desert Community Energy will be staffed by a combination of CVAG staff and contract support to perform the required functions of the agency. This position will be a full-time CVAG staff position to support Desert Community Energy.

Position Summary:

The Accounting Manager will perform a variety of technical and professional financial analysis and accounting work in the areas of power billing and settlements, power accounts, revenue and cost forecasting, budgeting/reconciliation, audits, and other related duties. Desert Community Energy is a new agency. The Accounting Manager will be responsible for establishing standardized accounting practices, including software selection and maintaining accurate financial and transaction records. The Accounting Manager will report to the Deputy Executive Director of the Coachella Valley Association of Governments and handle projects as requested by the Executive Director, or the Department Director.

Essential Duties and Responsibilities:

The Accounting Manager will be responsible for the following functions typical for this position classification. The Accounting Manager may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices:

- Perform complex statistical, financial and economic analysis relating to budget development and reconciliation, financial reporting, wholesale energy procurement, contracts and settlements activities.
- Work with DCE service providers to validate and reconcile CAISO's settlement statements.
- Assist with establishing and maintaining requisite DCE commercial banking and credit services with one or more financial institutions.

- Assist with review, analysis, confirmation, recording, and processing of invoices with counter-parties related to power contracts, service agreements and other DCE financial activities.
- Assist DCE's contract service providers to initiate, resolve, and reconcile wholesale energy payments and invoices, and other related obligations. This may include compiling, verifying and transmitting settlement quality transaction information; filing disputes in a timely manner; and verifying and confirming volumes, charges and contract compliance.
- Maintain accurate financial and transaction records and reports for power supply planning, operations, contract administration, rate development, budget preparation, and audits.
- Develop tools and procedures to track and reconcile power settlement and billing functions.
- Support and monitor DCE's wholesale energy risk management program including making policy recommendations, logging transaction discrepancies, and participating on the DCE risk management team as assigned.
- Assist Deputy Executive Director with developing organizational objectives and performance measures; periodically audit financial activities for compliance with performance evaluation procedures.
- Provide consultation on special projects.
- Research, develop, and write staff reports, ensuring reports are complete and appropriately reviewed by other involved DCE staff and consultants.
- Communicate and make presentations with a wide range of counterparties including CVAG staff, DCE management, DCE Board, and other internal and external staff, consultants and customers.
- As requested, help identify and respond to potential legislation and regulatory actions that could affect the financial integrity of DCE.
- Perform related duties as necessary or special assignments as directed by the Executive Director, the Deputy Executive Director, or the Department Director.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, Economics or similar field.
- Four years of experience with financial and/or quantitative analysis, and accounting methodologies.
- Four years of experience developing, validating, and presenting financial statistics and models.

Desired Qualifications:

- Six or more years of experience in the field of accounting and/or financial analysis and analyzing and interpreting financial statements.
- Demonstrated experience with "utility" financial planning and accounting methodologies.
- Experience interpreting and applying General Accepted Accounting Principles (GAAP) and other regulatory requirements.
- Demonstrated experience with forecasting and performing cost benefit/trend analysis.
- Demonstrated experience building reports and ability to track, analyze and maintain the accuracy and integrity of large amounts of data using Excel, Word,

PowerPoint, Access, and databases.

- Demonstrated experience leading projects and working with other utility professionals.
- Demonstrated experience communicating financial information to various audiences including Board level presentations and interactions.
- Ability to work with confidential information and maintain appropriate levels of confidentiality.
- Ability to work independently and in a team environment, including identifying project needs, prioritizing multiple projects and following through on assignments.
- Strong oral and written communication skills.
- Demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.
- Ability to follow DCE's work practices, and risk management protocol and procedures.
- Familiarity with electric power utility practices including budgeting, accounting, rate setting, and wholesale power accounting and invoicing.
- Experience working with and directing activities of vendors and consultants in an electric utility environment.
- Knowledge of management information systems; work flow analysis; public agency policies and procedures; FERC, CPUC and CAISO regulatory and reporting requirements.
- Ability to analyze and interpret rate schedules of other utilities.
- Ability to understand legal contracts and lease documents.
- CPA designation.

Education

Requires a bachelor's degree from an accredited university in accounting, finance, economics or similar field.

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. DCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the Executive Director and a safe driving record.

Classification: 2

Location and Compensation

This position will be based in the offices of the Coachella Valley Association of Governments in Palm Desert. The position will be a full-time salaried employee of CVAG.

The position and salary are negotiable depending upon an individual's qualifications and experience. The starting salary for this position is \$80,443. A competitive benefits package will also be offered.

Application Process:

The application can be found at www.cvag.org. The application deadline is June 1, 2018; however, it will remain open until position is filled. To be considered for this position, please submit a cover letter, CVAG application, detailed resume, and three professional references. Please refer to the CVAG website for application instructions.