



Job Description: **Energy Accountant**

Summary

The Energy Accountant provides complex technical accounting, statistical, and budgetary duties to support the department financial functions and processes. These duties include compiling, verifying and summarizes financial and statistical data from a variety of sources; processes and maintains files and records for accounts payable, accounts receivable, cash receipts, fixed assets, insurance, revenue, general ledger, contracts, and budgeting; gathers and compiles data for statistical or financial reports.

Supervision Received/Exercised

This position reports directly to the Manager of Finance and Rates.

Essential Duties and Responsibilities (including but not limited to):

- Reconciles G/L accounts and the accounts payable bank balance by researching and resolving any outstanding checks that have not been cashed; reconciles the monthly check register and credit card statement.
- Monitors journal entries to confirm with 3CE's accounting policies and internal budget guidelines; maintains sub-COAs and suggests proper use of the current COAs based on a characteristic of an expense.
- Tracks budget accounts and balances; monitors expenditures compared to budget allowances and notifies management if over-budget; reconciles transactions and account balances, and create monthly expense analysis report.
- Create quarterly reforecast for G&A expenses and explain variances vs budget and vs last forecast.
- Maintains a high level of communication with other departments and accounting team to reconcile any discrepancies between a PR and an actual invoice(s) as well as unscheduled or unexpected payments (or cash / receivables).
- Administers a departmental financial record-keeping process
- Reviews contracts, accounts, statements, or payments to confirm payment status, terms, pricing, and scope of work.
- Processes accounts payable documents such as invoices, reports, and purchase orders to support payment and reconcile discrepancies.
- Collaborates with members of the Finance and Data Analytics teams to create revenue forecast and Cost of Energy rolling forecast.
- Create and maintain financial dashboards aligned with updates from reforecasting 3CE's accounts.
- Reviews, routes for signatures, and maintains 3CE's contracts and agreements.
- Performs and writes technical research related to financial and other administrative activities.
- Maintains logs, spreadsheets, lists, and files to track operational processes and information.
- Creates ad hoc reports based on requests from internal and external requestors as required.
- Performs other duties in support of departmental functions as needed.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Principles and practices of technical accounting, including the processing of accounts payable and accounts receivable transactions and documents.
- Basic laws and regulations applicable to public sector accounting.
- Basic public sector accounting terminology and methods.
- Advanced bookkeeping practices and procedures.
- Modern office practices, procedures, and equipment.
- Business correspondence, formatting, and report writing.
- Manual and automated record-keeping and filing systems.
- Advanced methods of maintaining information in computerized or hard copy files.
- Technical methods of researching, gathering, organizing, and reporting data.
- Advanced methods of prioritizing, planning, and organizing work.
- Advanced time management techniques.
- Customer service techniques.
- Intermediate mathematics, including percentages, intermediate statistics, and financial data conventions.
- The effective use of modern office equipment, personal computers, and standard business software.

Ability to:

- Interpret rules, regulations, and guidelines.
- Researching and analyzing complex problems, evaluating varied information and data, either in statistical or narrative form, and exercising sound judgment within established guidelines
- Preparing clear, concise and complete analysis, proposals, reports and other written materials.
- Provide prompt, efficient and responsive service.
- Compile, summarize, and communicate complex topics in easy to understand presentations before the Board, staff and other audiences.
- Deliver clear oral and written communication.
- Treat staff, representatives of outside agencies and members of the public with courtesy and respect.
- Work collaboratively with diverse individuals and groups contacted in the course of work.
- Exercise appropriate judgment in answering questions and releasing information.
- Prioritize work to meet established deadlines with plans, schedules, and milestones.
- Maintain accurate records and meet critical deadlines.
- Establish and maintain effective working relationships with staff at all levels of the organization.

Experience/Education

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

A bachelor's degree from an accredited university or college in economics, business administration, accounting or a related field.

AND

Two (2) years of progressively responsible experience technical bookkeeping, financial recordkeeping, and/or accounts payable/receivable work, preferably in a public agency.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver’s license, automobile insurance and a safe driving record.

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 40 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 7/31/2020

FLSA Status: Exempt

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department and if so, I will be required to perform such additional duties and responsibilities.

Employee Signature

Date