



Job Announcement

Location: Monterey, California

This is not a remote-work position

ENERGY ACCOUNTANT

Central Coast Community Energy (3CE) is seeking a detailed oriented individual to provide complex technical accounting, statistical, and budgetary duties to support the functions and processes of the finance department. 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.

Key Responsibilities include:

- Reconciles G/L accounts and the accounts payable bank balance by researching and resolving any outstanding checks; 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.
- Creates 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 PR and invoices as well as unscheduled or unexpected payments (or cash / receivables).
- Administers a departmental financial record-keeping process.
- Reviews contracts, accounts, statements, and 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.
- Performs other duties in support of departmental functions as needed.

Minimum Qualifications: 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.

Salary and Benefits: The salary is based upon qualifications and experience of the chosen candidate. 3CE offers a wide range of employee benefits, including but are not limited to: 401(a) Retirement, Health Premium Contribution, Flexible Spending Account, Short- & Long-Term Disability, Life, Employee Assistance Program, Paid Time Off, and Paid Holidays, Cell Phone Stipend, Paid Family Leave of 12 weeks after one year of employment at 3CE.

HOW TO APPLY:

To view the full job description and apply, please visit the 3CE Careers Page via the address below:

<https://3cenergy.org/careers/>

Deadline to Apply: Open until filled. Review of applicants will occur upon receipt and applicants are encouraged to apply early in the process.

Selection Process: The most qualified candidates will be invited to one or more interviews. Candidates will be advised of the status of the recruitment following finalist selection. If you require an accommodation during the selection process, please notify Mi Ra Park at mpark@3CE.org.

About Us: Central Coast Community Energy is a locally-controlled public agency providing renewable electricity to residents and businesses in Monterey, San Benito and Santa Cruz Counties, as well as the Cities of Morro Bay and San Luis Obispo. 3CE is based on a local energy model called community choice energy that partners with the local utility (in our case PG&E and Southern California Edison) which continues to provide consolidated billing, power transmission and distribution, customer service and grid maintenance services.