

UTILITY ACCOUNTANT

Southern California Public Power Authority (SCPPA) is seeking qualified applicants for immediate hire for the position of **Utility Accountant**.

SCPPA is a joint powers agency and an independent public entity created in 1980 pursuant to the California Joint Exercise of Powers Act (Cal. Government Code §6500 et seq.) for the purpose of jointly planning, financing, developing, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA's Members consist of 11 cities and one irrigation district: Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, Vernon, and the Imperial Irrigation District. Each Member owns and operates an electric utility serving retail customers within its territorial boundaries. The Members use SCPPA to procure generation, transmission, and fuel resources from projects across several Western States. Collectively, Members serve a population exceeding five million people in five Southern California counties. See SCPPA website for more information: www.scppa.org.

Under direction, the Utility Accountant is responsible for a variety of advanced accounting and financial functions and assisting with treasury and cash management related to SCPPA billing, collections, reporting and maintenance of accounting records. This classification maintains the general ledger accounting system for accounts receivable, accounts payable, purchase orders, treasury, and payroll activities. The Utility Accountant position is a professional level classification and reports to the Chief Financial and Administrative Officer.

Essential Job Functions

Responsibilities may include, but are not limited to the following:

- Prepare journal entries and reconcile general ledger accounts.
- Prepare and remit monthly billings to Members for project and program costs.
- Follow up on Member invoices to ensure timely payment.
- Prepare and remit other special billings as needed.
- Record billings and apply payments received in the accounting system.
- Perform accounts payable function including receiving and reviewing invoices, ensuring proper approvals for payment, and entering invoices and posting of payments in the accounting system.
- Responsible for the initiation of treasury functions.
- Prepare purchase orders, posting of services received, and provide monthly reports to staff.
- Review credit card charges for proper coding and documentation.
- Reconcile monthly bank statements and research questions.
- Monitor cash flow of Member projects and administrative activities.
- Perform monthly, quarterly, and year-end general ledger processing and closing.
- Assist with year-end audit activities including preparing annual schedules for external auditors and responding to questions.
- Act as liaison with SCPPA-LA Accounting group and respond to inquiries/provide support.
- Research and respond to inquiries and questions from Members and vendors.
- Perform related duties as required.

Knowledge of:

- Methods and techniques of preparing and maintaining general ledgers.
- Generally Accepted Accounting Principles (GAAP)
- Governmental accounting standards
- Practices and procedures of billing and collection.
- Pertinent Federal, State, and local laws, codes and regulations.
- Microsoft Excel, Word, Power Point, and modern information systems.

Ability to:

- Independently perform advanced accounting tasks.
- Prepare and maintain detailed and accurate financial and statistical records.
- Interpret, explain and adhere to organization policies and procedures.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Act as liaison and assist Members to reach consensus.
- Carry out “Customer-first” service-oriented mentality and diplomatic capabilities.

Education, Training and Experience:

Bachelor’s degree in accounting, finance, business administration, or related field is required and at least three (3) years of experience in accounting. Experience in a publicly owned utility or joint powers agency is preferred. Knowledgeable with QuickBooks is a plus.

The current annual salary range is \$69,926 to \$94,376 depending on experience and qualifications, plus benefits. SCPPA provides retirement benefits through a contract with the California Public Employees Retirement System (CalPERS). Qualified candidates should submit a letter of application, resume and three references to sortiz@scppa.org to the attention of Salpi Ortiz, Administrative Services Manager.

This recruitment is Open Until Filled, with a first review of applications received by December 6, 2024. The filing period may close at any time once a sufficient number of qualified applications have been received.