

Orange County Power Authority

Chief Financial Officer

Orange County Power Authority (Authority) is a new community choice aggregator (CCA) in Orange County that will launch phased electric service beginning in 2022. Upon full implementation, the Authority will service over 278,000 accounts in Southern California Edison territory. We serve four member cities (Buena Park, Fullerton, Huntington Beach, and Irvine) with the potential of expansion throughout the region. For more information, please visit our website at www.ocpower.org

The Authority is seeking a full-time position to serve as its Chief Financial Officer.

APPLICATION PROCESS

Candidates should send a succinct and well-written cover letter and resume with three references to info@ocpower.org. Applications will be accepted until August 9, 2021, at 5:00 p.m.

SUMMARY

Under direction of the Chief Executive Officer, the Chief Financial Officer is responsible for managing, planning, developing, organizing, and directing the implementation of the Orange County Power Authority's financial and administrative functions, goals, objectives, policies and procedures, and work activities.

CULTURE

Orange County Power Authority fosters a culture of open communication, responsibility, and intellectual curiosity. We value transparency, innovation, and an entrepreneurial spirit. A collaborative work environment and being a team player make for challenging and rewarding work.

DISTINGUISHING CHARACTERISTICS

This position will serve as the chief financial officer of the Authority and will have primary responsibility for managing the Authority's finances, including financial planning, management of financial risks, record-keeping, and financial reporting.

EXAMPLES OF DUTIES / FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties and responsibilities include, but are not limited to:

- Serves as the Agency's Treasurer and Investment Officer.
- Provide complex and responsible financial and administrative direction for Orange County Power through multiple finance and administrative-related departments or programs.
- Responsible for Developing and Implementing Rate and Rate Structures.
- Plans, develops, and manages executive administrative, financial, accounting, budget, payroll, and financial analysis/reporting functions as well as funding strategies, and financial grant administration within all departments.
- Ensure Agency financial compliance with described in the Joint Powers Authority Agreement.
- Directs and supervises Finance Department activities.
- Responsible for selecting, supervising, motivating, and evaluating supervisory, professional, and support staff.
- Prepares various budgetary financial reports regarding revenue, cash management, and expenditures.
- Plans, organizes, and directs the Orange County Power Authority's budget process; analyzes budget options and estimates and makes recommendations for preliminary project, line item, and final operating and capital budgets; develops and maintains records based on the adopted Authority budget.

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- Develops budget monitoring and encumbrance systems and assists personnel in preparation and control of Authority budgets.
- Establishes internal controls and balancing procedures; maintains audit trail.
- Communicates with Authority accounting, audit, and insurance contractors.
- Oversees implementation of written procedures of best practices and optimizes efficiency for the Authority.
- Analyzes revenue and expense trends and makes projections of budget impacts.
- Serves as internal auditor for a variety of fiscal, performance, and administrative audits.
- Functions as contract administrator for a wide variety of fiscal and performance audits and managerial effectiveness studies.
- Conducts research, performs management analysis activities, and evaluates cost effectiveness of management projects and programs.
- Performs as a hands-on “working manager.”

QUALIFICATIONS

Minimum Qualifications

Education and Experience: A Bachelor's degree from an accredited college or university in business or public administration, operations management, economics, accounting, or closely related field. Prior designation as a CPA desired but not required, as is further academic study in finance, utility services, energy systems, or environmental science. A Master's degree is highly desirable.

A minimum of seven years, progressively responsible financial management experience including strategic financial leadership. Direct experience in energy or utility financial services required

Possession of a valid State of California driver's license is required.

Other Qualifications

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Fiscal Management: Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

Supervision: Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support;

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empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

This is primarily a sedentary position, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.

COMPENSATION AND BENEFITS

Salary: Commensurate with experience.

Hours: 40 hours per week. (This is an exempt position).

Benefits: Orange County Power Authority is currently developing benefit packages. This will be covered during the interview process.

Orange County Power Authority is an equal opportunity employer. This is an at-will position that reports to the Chief Executive Officer