

Summary

The Finance Manager works under general direction of Monterey Bay Community Power's (MBCP's) Director of Internal Operations and is responsible for undertaking and supporting financial-related tasks of the organization including planning and development in the area of MBCP budgeting and finance, drafting fiduciary policies, addressing the evolving credit needs of MBCP, and performing other related duties as assigned.

Job Description

The Finance Manager will supervise and analyze the everyday financial activities of MBCP and subsequently provide reports, advice and guidance to the Director of Internal Operations, CEO and Board of Directors on present and future financial activity and plans. Incumbent will provide financial reports and interpret financial information, advise on investment activities, manage the preparation of MBCP's budget and audits, conduct reviews and evaluations for cost-reduction opportunities and maintain the financial health of the organization.

Supervisory Responsibilities

No supervisory responsibilities anticipated at this time, but the role could evolve to include some staff supervision over time.

Essential Duties and Responsibilities (Illustrative Only)

- Plans, organizes, and participates in various business and financial operations, providing guidance and leadership when needed
- Coordinates, oversees and performs professional-level work in areas such as: budget development, financial administration and reporting, revenue allocation, credit negotiations and agreements, independent audits, and management and policy analysis in collaboration with MBCP partners and staff
- Plans and conducts administrative, organizational, and operational studies related to the business and financial operations of MBCP as needed
- In coordination with the Director of Internal Operations, acts as MBCP's representative and liaison with financial institutions and with business, professional and community organizations as needed
- Works with Director of Internal Operations to coordinate and implement programs and projects related to Agency credit and finance and other MBCP functions as needed
- Prepares narrative and statistical reports, correspondence, spreadsheets and graphics as needed; may make oral presentations to the Board of Directors and staff
- Maintains accurate financial records and files
- Reviews, prepares, interprets and applies business and financial policies and procedures
- Collects and analyzes data, evaluates alternatives, makes recommendations and prepares reports; and may assist in or coordinate implementation of recommendations after approval

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.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of to a Bachelor' degree from an accredited college or university in business, economics, finance, accounting, or a related field and at least 6 years of experience in one of the above fields. Master degree and business and finance experience with a public agency and/or a utility company is desirable.

Knowledge of

- Principles and practices of modern public financial services including program planning, implementation and evaluation; budget development, analysis, and controls; banking and credit services
- State and federal laws, regulations and case law pertaining to California local government financial responsibilities and related practices
- Principles and effective practices of a broad range of financial areas
- Functions and operations of a local government public agency
- Modern office procedures and methods including records management and automation and computer applications and software related to the work
- Research methodology, policy development, report writing and statistical techniques
- Modern technology, systems and software designed to assist in the computerized management of financial information
- Regulatory agencies, including the California Public Utilities Commission
- Community Choice Aggregation (CCA) purpose and functions

Ability to

- Coordinate and implement a range of projects and programs efficiently, successfully, and concurrently
- Develop and manage business, finance and investment projects for a public agency
- Collect and analyze data from a wide variety of sources
- Understand and explain complex business and financial plans
- Prepare a variety of analytical and statistical reports including the annual budget
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with persons encountered during the performance of duties

Willingness to

- Work occasional overtime or on weekends and evenings

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 10 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant 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 CEO and a safe driving record.

Location and Compensation: MBCP is a new organization currently looking for permanent office space in the Monterey Bay region. Compensation for this position ranges from \$90,000-\$150,000` commensurate with experience. A full benefits package is also offered as part of salaried employment.

Application Process:

The position is open until filled. To be considered for this position, please submit a MBCP application, detailed resume, cover letter, and three professional references to:

Shellie Anderson
Bryce Consulting, Inc.
3436 American River Drive, Ste. 7A
Sacramento, CA 95864
Tel: 916-974-0199 Fax: 916-974-0224
Email: sanderson@bryceconsulting.com

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.