



## Job Opening

Finance Associate  
Finance Department  
\$65,846 to \$86,266

Apply by Monday, June 17, 2019

Phone Interviews Anticipated for the Week of June 24

### WHO WE ARE

MCE is a mission-driven, collaborative, not-for-profit, locally-focused community choice aggregation energy program, providing cleaner energy and energy efficiency programs to 34 communities in four Bay Area counties. We are proud to be the first program of its kind in California and have been operational since 2010.

### OUR VALUES

- We provide high quality products to our ratepayers and accessible, responsive service.
- We support thoughtful and robust innovation to advance a more sustainable energy economy.
- We support a productive and collaborative culture while maintaining a healthy work-life balance.
- We respect diverse points of view and proactively engage with positivity and professionalism.
- We serve and strengthen our communities through public outreach, energy education and technical assistance.

### OUR COMMITMENT TO DIVERSITY

Diverse opinions, ideas, and experiences push us and challenge us, as individuals and as a team, to work better and smarter. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. We provide an inclusive, empowering, and supportive work environment and welcome individuals from all backgrounds and walks of life throughout our organization, from our employees to our customers and community members.

## WHO YOU'LL WORK WITH

MCE is a small but mighty team that is results-oriented and partnership-driven. You'll work with internal and external stakeholders to help the agency cost effectively and reliably deliver on its goals. The team is staffed with passionate individuals dedicated to increasing the adoption of clean energy. Our customers, stakeholders, and community partners share our vision and work hand in hand with us to advance our clean energy future.

The Finance Department is focused on maximizing controls and investment results while minimizing costs by proactively managing risk, leveraging credit strength, and applying best in class finance practices.

## WHAT YOU'LL DO

As the Finance Associate you will perform assignments under the general supervision of the Senior Finance Analyst and also work closely with MCE's external consultants, insurance, banking and broker/dealer services providers. The Finance Associate will work closely with members of MCE's departments to support the budget, bookkeeping, and other financial matters.

## SUCCESSFUL CANDIDATES MUST DEMONSTRATE THE ABILITY TO:

- Take ownership of projects that lead to financial and operational efficiencies and more productive and effective use of time and budget
- Take responsibility and work independently, as well as coordinate team efforts
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret bar graphs.

## WHAT YOU NEED TO KNOW

- Education and experience equivalent to a bachelor's degree from an accredited university in Business, Finance, Accounting or relevant experience, and a minimum of two (2) years of progressively responsible experience in business operations, finance or accounting
- Understanding of basic accounting principles
- Advanced skills in Microsoft Office
- Bookkeeping and FP&A experience

## WHAT WILL GIVE YOU THE EDGE

- A demonstrated passion for our mission
- Knowledge of energy markets

## DUTIES AND RESPONSIBILITIES

### Essential Duties and Responsibilities (Illustrative Only)

- Help drive the company's annual planning and budgeting process
- Assist in the preparation of monthly, quarterly and annual financial BVA reports for senior management.
- Post and process vendor invoices for payments
- Process staff expenses reports
- Credit card reconciliations
- Provide support in the preparation of Board materials and presentations to Executive team
- Coordinate and assemble a variety of administrative/financial/statistical information for manager's review
- Draft recommended administrative procedures and/or operational policies in the assigned area of responsibility
- Prepare a variety of professional reports, presentations, and correspondence
- Provide operational support as assigned

### Bookkeeping

- Track contract balances and prepare reports
- Create and track outgoing invoices and incoming payments, uploading data into bill.com
- Lead the review, audit and processing of employee expense reports, ensuring compliance with all policies
- Manage all company credit cards, performing reconciliations on a monthly basis
- Maintain hard copy and electronic filing system
- Help develop and implement systems that ensure operating activities are accounted for in a timely and accurate manner including but not limited to invoicing and payment processing
- Provide periodic compliance, financial and other reports to third parties as needed
- Assist with the development and implementation of annual financial audit plans
- Participate in and/or manage special projects, as assigned
- Create procedural documents and tutorials for staff
- Handle Finance Department calendar, meeting preparation, and other administrative tasks as needed

### Budgeting

- Assist with the development and regular maintenance of Departmental Budgets and other financial reports
- Assist with developing systems to receive feedback to improve budget management
- Help prepare staff reports and other presentation material for the Board and its Committees as needed under the direction of manager

### Treasury and Cash Management

- Oversee bank balances to implement procedures to optimize liquidity and interest revenue
- Provide periodic reporting for MCE investment portfolio, including a monthly statement of investments

### Risk Management

- Provide administrative support to Risk Oversight Committee as needed
- Filling and processing onboarding paperwork for new counterparties
- Help develop and implement systems to track and manage credit risks and collateral requirements
- Lead the review of insurance coverage requirements as directed and process insurance claims as needed

## WORK ENVIRONMENT AND PHYSICAL CONSIDERATIONS

- This position will be located in MCE's San Rafael office with occasional travel to MCE's Concord office and with a requirement to attend some evening meetings.
- Occasionally stand for extended periods of time
- Lift and/or move up to 20 pounds
- The noise, light and temperature level in the MCE office work environment is usually moderate
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant upon request.

## WHAT WE OFFER

MCE allows you to work with a collaborative and results-oriented organization. You will be a key team member for budgeting, analysis and controls for the first CCA in the state, and become a trusted partner to key stakeholders and other teams within MCE.

We offer many benefits in addition to our competitive salary, including paid vacation, sick, personal, family medical, and parental leave, and paid holidays. MCE offers excellent health insurance options, including medical, dental, and vision. MCE contributes to a 401(a)

retirement plan and you have the option of contributing to a 457(b) deferred compensation plan and flexible spending account. You also have the ability to cover some or all travel costs with our commute alternatives program. You get the opportunity to enjoy a dog-friendly office (San Rafael), an on-site café and fitness center (Concord), as well as exercise the flexibility of our work-from-home policy (depending upon the assignment). All of our employees also have access to professional development opportunities and team-building activities.

## TO APPLY

MCE requests qualified applicants provide their cover letter and a resume no later than Monday June 17, 2019 via email to [jobs@MCEcleanenergy.org](mailto:jobs@MCEcleanenergy.org). Selection procedures may consist of any or all of the following: **application ranking, writing sample, skills test, and interviews.**

### Interviews

It is anticipated that phone interviews will be scheduled during the week of June 24.

For those selected to move forward, first round interviews are anticipated the week of July 8 at the MCE San Rafael office.

This is an exempt, full-time position. The salary range is \$65,846 to \$86,266 with exact compensation to be determined by MCE.

If you are a highly motivated, detail oriented and well-organized individual who meets the minimum requirements of this position, please apply now!

**MCE IS AN EQUAL OPPORTUNITY EMPLOYER**