



## **Job Opening: CHIEF FINANCIAL OFFICER**

\$233,350 to \$388,750 annually

For full details on the position and directions on how to apply:

<https://sonomacleanpower.org/job-opportunities>

Are you ready to join the executive team of a leading clean power provider? Join Sonoma Clean Power (SCP) as the Chief Financial Officer!

SCP is on the lookout for a results-driven CFO to play a key role in building on a strong financial foundation (above-average record of compliance, S&P 'A' rating, 280 days of reserves, competitive rates). As the community-owned electricity provider for Sonoma and Mendocino counties, SCP is at the forefront of California's clean energy transition, and we need a strategic leader like you to join our team.

### **About Sonoma Clean Power (SCP)**

SCP is not just an electricity provider; we are a catalyst for change. We procure electricity from clean, renewable sources including geothermal, solar, wind and hydropower. Since 2014, we have pioneered the State's first 24-hour local, renewable option with our premium EverGreen service.

### **Summary Description**

As our Chief Financial Officer, you will be a strong partner to both the CEO and COO to form the Senior Management Team, providing hands-on leadership in the overall management and strategic planning of the organization.

The CFO will oversee a number of the organization's key functions, including risk management, finance and accounting, ratemaking and revenue planning, and regulatory compliance. Priorities for this CFO position include evaluating and advising on financial hedging strategies and other significant risks, managing prepayment transactions of power purchase agreements and ensuring regulatory compliance.

The ideal person for this position will have an advanced finance degree and 15 years of relevant experience with a working knowledge of governmental agencies.

Visit [www.sonomacleanpower.org](http://www.sonomacleanpower.org) to learn more about SCP.

**To apply, please email a cover letter, resume, and references as a single PDF to:**  
[jobs@sonomacleanpower.org](mailto:jobs@sonomacleanpower.org).

***THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER***



## **CHIEF FINANCIAL OFFICER**

\$233,350 to \$388,750 annually

### **SUMMARY DESCRIPTION**

The Chief Financial Officer (CFO) is a member of the Senior Management Team and a strong partner to both the CEO and COO, providing leadership in the overall management and strategic planning of the organization. This position has direct responsibility for building the budget, financial planning, customer rate setting, risk management, regulatory compliance, debt issuance and management, and generally implementing, managing, and controlling of all Finance and Accounting activities. Priorities for this CFO position include evaluating and advising on financial hedging strategies and other significant risks, managing prepayment transactions of power purchase agreements and ensuring regulatory compliance. This position will supervise the Senior Risk Officer, Revenue Manager and Compliance Analyst, as well as manage the relationships with Sonoma Clean Power's external accounting and audit contractors. Sonoma Clean Power is a public agency with a small staff of about 50 people; this position is a hands-on role.

### **REPORTING AND SUPERVISION**

Reporting to the Chief Executive Officer, the Chief Financial Officer (CFO) is a member of the Senior Management Team and a strong partner to both the CEO and COO. The primary workplace for this position is at the SCP business office in Santa Rosa, CA. There will be some off-site work at meetings and events. SCP provides a flexible schedule with availability to work remotely on occasion.

### **ESSENTIAL JOB FUNCTIONS**

*These job functions, in general terms, describe the type and level of work performed as well as the responsibilities of employees hired for this position. Management reserves the right to add, modify, change, or rescind the work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

## **Leadership**

- Participate as a member of the Senior Management Team to help guide strategic decision-making, and in the development and implementation of organization-wide policies to support the long-term viability of SCP. Provide critical advice to the CEO on general financial and all agency matters affecting risk and viability.
- Present clear information and analysis to SCP's Community Advisory Committee and Board of Directors, and make concise and understandable recommendations.

## **Regulatory Compliance**

- Oversee SCP's entire regulatory compliance process for the California Public Utilities Commission, California Energy Commission, California Independent System Operator, and other agencies which may include the California Air Resources Board, Federal Energy Regulatory Commission, and potentially regional air quality management districts.
- Maintain the staff and outside relationships with regulatory law firms and consultants to consistently deliver high quality compliance filings on time.
- In close coordination with SCP's Regulatory, Advocacy, Procurement and Planning teams, oversee the preparation and filing of SCP's ad hoc data requests and many regulatory compliance filings, including:
  - Integrated Resources Plan
  - RPS Procurement Plan
  - Power Source Disclosure
  - GO-156

## **Risk Management**

- Administer SCP's internal Risk Oversight Committee to review and obtain decisions on all significant risk matters each week.
- Evaluate SCP's exposure to market price volatility and develop and recommend mitigation strategies.
- Routinely review SCP's liabilities and insurance coverages, and adjust as appropriate.
- Convene interdepartmental dialog on risk and implement updates to staff training, as appropriate.
- Oversee staff training and certification on preventing energy market manipulation and collusion.

## **Finance and Accounting**

- Direct responsibility for accounting, cash management, finance, organization-wide budgets and banking relationships.
- Responsible for ensuring the accurate and timely preparation of the monthly and annual financial statements, and outside audits.

- Establish and implement SCP's lines of credit, if any.
- Lead development of power purchase agreement prepayment transactions and generally the issuance and management of debt for any purpose.
- Identify innovative financial strategies to support the agency's goals (e.g., Inflation Reduction Act opportunities).
- Manage SCP's investments per the Board's adopted policy.
- Work closely with Power Procurement team to verify accuracy and timely completion of invoices for energy product purchases.
- Monitor invoice approvals and processes to ensure that all invoices are thoroughly and appropriately reviewed prior to payment.

### **Ratemaking & Revenue Planning**

- Work closely with SCP's Planning & Analytics team to translate load forecasts and energy expense projections into appropriate customer rate design.
- Lead analysis to evaluate alternative customer rate structures as appropriate, for example in response to new regulatory mandates.

### **Policies, Procedures, and Financial Compliance**

- Ensure policies and procedures are developed, implemented and kept current for all topics within the CFO's scope.
- Monitor and ensure effective internal controls are in place to ensure compliance with all applicable financial laws and regulations.
- Oversee SCP's policies and internal controls to limit risk of fraud, financial cybercrime and financial mismanagement.
- Understand and adhere to all Personnel Rules and Internal Policies of SCP.

### **External Financial Relationships**

- Prepare presentations and financial metrics for review by credit rating agencies.
- Direct liaison between SCP's contract accounting firm and other accounting firms contracted with for the annual external financial audit.
- Directly interface with and manage SCP's contract accounting firm, insurance companies and other vendors/contractors within the CFO's scope.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience:**

A bachelor's or master's degree in finance and a minimum of fifteen (15) years of increasing responsibilities in the Accounting/Finance function and at least 50% of that time supporting organizations of comparable business size to SCP.

## **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Community Choice Energy programs in California is desired.
- Knowledge and experience with California electricity markets is desired.
- Familiarity with various financial products including swaps and options.
- Knowledge of CPUC regulations and practice is highly desired.
- Government finance and accounting experience is highly desired.
- Track record of developing, reviewing, and revising organization policies and procedures as they specifically relate to internal controls and external compliance.
- Experience working with a Board of Directors, including presenting at Board meetings.
- Experience working with outside auditors and implementing financial controls.
- The intelligence, energy, intellectual range and care in judgment that are necessary to be an effective adviser to the CEO on individual decisions and on the overall quality of SCP's financial operations.
- Previous experience working with governmental agencies, including skill with presenting in public meetings.
- Knowledge of the Ralph M. Brown Act is desirable.
- Ability to understand the mission and functions of SCP sufficiently to explain to other agencies and the public.

## **PHYSICAL AND WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Varied environments ranging from normal office environment with exposure to computer screens to public-facing retail/marketplace environment. Work may be performed at public events (fairs, business-to-business events, meeting rooms, farmers markets, etc.) with moderate noise. The noise level in the work environment is usually typical of an office environment. Public events could include loud music or amplified voices.

**Physical:** While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate audio/visual and standard office equipment; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; lift up to 20 pounds.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Mental:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; and work under intensive deadlines. Employees must be able to communicate in person, in writing, by telephone, and represent SCP in various settings, with SCP management, coworkers, vendors, consultants, and the public.

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all of its employees to contribute to these goals.*

**SONOMA CLEAN POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO)/  
AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**