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COLORADO RIVER COMMISSION

Unclassified Position Announcement

Energy Accountant

The Colorado River Commission of Nevada (Commission) is an executive agency of the State of Nevada responsible for acquiring and managing Nevada's share of water and hydropower resources from the Colorado River.

The Position:

The Commission is seeking qualified applicants for the position of Energy Accountant for the Hydropower Program Group. This is an unclassified full-time position within Nevada State Government.

Recruitment: Open to all qualified candidates, vacancy in Las Vegas, Nevada.

Salary: Depending on experience, starting at \$35,000.00 to \$55,000.00/year. (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary.)

Applications Will Be Accepted Until: August 21, 2015.

Job Description:

The Energy Accountant reports to the Assistant Hydropower Program Manager and works with the Hydropower Program Specialist. The Energy Accountant interacts daily with Hydropower staff, other Commission employees, and with customers as needed. The Energy Accountant has a diverse set of responsibilities and must be adept at organizing his/her time, identifying priorities, and managing all data and information received from a variety of sources.

The Energy Accountant's primary job function is to:

- Operate the Hydropower scheduling and billing program in accordance with the Commission's policies and procedures, contracts, and within applicable state and federal laws.

- Enter and post customer load and power resource data into the scheduling and billing program for monthly energy schedules; coordinate with Hydropower staff in obtaining, recording and assigning additional energy resources as required, and issue power confirmations and reports; review monthly and hourly power schedules, and other reports for accuracy within specific deadlines. Post corrections in consultation with other team members as needed.
 - Enter and post customer metered load and power resource data and charges for the monthly billing and adjustment reports within specific deadlines.
- Enter and post data for true-ups, reconciliations, and other monthly and annual processes and reports as needed.
- Ensure customer account data is current and accurate.
- Assists other team members in all functions of the scheduling and billing program while specializing in data entry, operational notes and records retention.
- Compiles all appropriate data for records administration to ensure availability for research and documentation, including data posted to customer website and data posted to contract database.
- Other duties include: provides back-up support to other team members; reviews procedure manuals regularly and coordinates with other team members when changes are needed.

Minimum Qualifications:

Graduation from an accredited college or university in public or business administration, or similar field and two years of experience with energy scheduling, check outs, utility accounting and billing; or three years of experience with general business planning, administration and book keeping; and

Ability to communicate, both written and orally, with vendors and customers; enter data into computer programs with accuracy; understand calculations and computations that are specified in contracts; identify and investigate discrepancies in computer generated reports; work with others to achieve common goals; set priorities and be able to track multiple projects simultaneously.

Submit a letter of interest and résumé to:
Judy Atwood
Office Manager
Colorado River Commission of Nevada
555 E. Washington Avenue, Suite 3100
Las Vegas, NV 89101

E-mail submissions will be accepted and should be sent to:
jatwood@crc.nv.gov