



## JOB DESCRIPTION

<b>Position Title:</b>	Settlements Manager	<b>Facility:</b>	Cogentrix Energy Power Management, LLC
<b>Department:</b>	Finance	<b>Location:</b>	Princeton, NJ
<b>Reports to:</b>	Controller	<b>Date:</b>	June 8, 2020

### Responsibilities

The position is responsible for overseeing the settlement of power and gas financial and physical transactions made by the company to ensure accurate and auditable recording of company revenues and expenses. Analyze, support and report mark-to-market values for derivatives to accounting group. Investigate and resolve discrepancies through communication with traders, energy manager, accounting or the counterparts. Maintain, verify and report on the trading book to ensure accuracy of records and compliance with risk management policies. Oversee recording of all revenue and fuel cost entries in PeopleSoft. Oversee the recording and maintenance of schedules for Renewable Energy Credits.

### Deliverables

- Maintain and reconcile clearing accounts.
- Confirm trading transactions.
- Settle financial trading transactions using TriplePoint - CXL.
- Post journal entries for revenue and fuel costs.
- REC tracking and recording.
- Record MTM transactions in accordance with GAAP.
- EQR submissions.
- Maintain process instructions and procedural documents.
- Assist in monthly and quarterly financial statement and variance analysis.
- Provide other duties as needed to support the finance function.
- Provide support in external audits
- Oversee Settlement Analyst

### Qualifications and Educational Requirements

- Bachelor's degree in Accounting with at least 7 years of experience.
- Experience in the energy industry a plus, especially familiarity with ISO.
- Understanding-of and ability-to apply Generally Accepted Accounting Principles (GAAP) is required.
- Excellent Microsoft Office Suite skills.
- CPA, MBA or big four audit experience a plus.
- Business-oriented professional with strong intellect who can problem-solve and put processes into place.
- Ability to articulate information/work and provide financial information to other staff members.
- Interact effectively with senior leadership and communicate effectively with business partners.
- Detail oriented self-starter with strong analytical, critical thinking and communication skills who can effectively manage multiple assignments.
- Ability to work independently.
- Organized person who can plan in advance and adjust to timing challenges to multiple deadlines.
- Work in a team environment to achieve goals of the department and the company.
- Light travel may be required.
- Ability to work in a standard office environment and operate computer and other office equipment.

Qualified candidates should send their resumes to [Careers@cogentrix.com](mailto:Careers@cogentrix.com)