

Name: Accountant

Position: Full Time ARCHES Employee

Location: Program is California state-wide with headquarters in Irvine, California

Hybrid

A portion of the role may be accomplished remotely/virtually

Organization:

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) has been formed to actualize California's vision to produce and deploy renewable, clean hydrogen at scale across multiple sectors. This actualization will realize a self-sustainable marketplace and ecosystem while reducing local air pollution in the most challenging heavy-duty sectors in the most disadvantaged communities and providing strong community benefits for all.

ARCHES H2 LLC is a public-private nonprofit corporation founded by the CA Governor's Office of Business and Economic Development, the University of California system, The State Building and Construction Trades Council of California, and the Renewables 100 Policy Institute, working in partnership with utilities and private large and small businesses.

The U.S. Department of Energy (DOE) is providing the initial funding to the ARCHES organization (up to \$1.2 billion over the multiple year life of the award). A significant local match in funding is required, yet the DOE leadership requires that a very prescribed set of requirements be met. These prescribed requirements range from how the program is organized, how projects within the program are implemented, and how information and progress is reported.

The Accountant role will have frequent and significant engagement with ARCHES and the PMO. The Accountant will ensure that ARCHES follows all funding requirements and Generally Accepted Accounting Practices (GAAP).

ARCHES is the owner of the initiative and the program, with support from the PMO in establishing and instituting functionality, yet it is not the primary force in delivering the projects that are part of the program. ARCHES project partners are the primary means to deliver specific elements of the hydrogen marketplace and ecosystem – from production to distribution to use. ARCHES project partners include leaders in energy research, communities, trades, utilities, for-profit companies, and nongovernmental organizations.

The Accountant will have responsibility in the implementation and institution of functions to support the success of the project partners.

Accountant Role Description:

ARCHES H₂ LLC is a start-up company operating as a non-profit. The Accountant is responsible for supporting the initiation of a functional accounting system and the day-to-day application of financial and accounting processes of the ARCHES H2 LLC in compliance with all federal and

state rules and regulations. The Accountant will provide services at the direction of the CFO including but not limited to financial planning and budgeting, cost accounting, invoicing, and performance auditing.

The Accountant role also extends into supporting the implementation and execution of the financial and accounting functions (i.e., procurement, contracting, invoicing) that are part of the PMO and the project partners in meeting DOE requirements and ARCHES business and organizational policies and procedures.

This role will include recommending staffing needs, recommending software and tools, and overseeing the building of the ARCHES accounting team and processes to support long-term functionality of the accounting system ARCHES will operate under the Code of Federal Regulations, Title 2, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Therefore, the position should be familiar with work under US Federal contracts and regulations.

Reporting Structure:

The accountant will be an ARCHES H2 LLC employee, reporting directly to the Chief Financial Officer (CFO). In the interim absence of a CFO, the role will report to the Chief Operating Officer.

Accountant Specific Responsibilities:

- Manages and reports financial data of ARCHES
- Completes tax documents
- Manages accounts receivable and accounts payable
- Maintains appropriate financial data in agreed upon management system
- Maintains appropriate accounts
- Administers payroll
- Maintains ARCHES chart of accounts and mapping and documenting of all expenses to ensure DOE expenses are allowable, allocable, reasonable, and necessary per 2 CFR 200
- Prepares invoices for submission to DOE for CFO review and approval

Experience/Education Requirements:

- A bachelor's degree in accounting or a related field
- High level of attention to detail
- Analytical skills
- Proficiency with financial and accounting software
- Strong communication skills
- Familiarity with accounting systems/tools, processes (specifically accrual-based accounting), GAAP, General Ledger creation, Code of Account creation
- Prior experience working with the Department of Energy or other US federal agency strongly preferred

Authorities:

- Maintains approval of complete and acceptable accounting documentation and reporting materials

Unique Application:

The uniqueness of this ARCHES organization and the associated program is difficult to overstate. The effort is a combination of furthering the development and maturity of a newly formed LLC organization at the same time as establishing programmatic functionality for the program guided by prescribed federal government requirements. Secondly, the projects within the program are being delivered by wholly separate partners that require the structure and continuity and funding associated with the program but will have their own methods of delivery. Finally, the entire premise of the LLC and associated program is to establish an entirely new marketplace with an associated supply chain in hydrogen. The Accountant role will be extremely influential in the success of the ARCHES H2 LLC and program and will require the development and implementation of systems in addition to the management and administration of those systems.