



## Budget & Accounting Analyst

<b>Job Code</b>	20000378	<b>Job Family</b>	Financial Management & Controls	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Fin Plan Budget & Revenue	<b>Reports to</b>	Budget & Financial Planning Mgr	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2055	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	12/1/2022				

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

Provides timely and accurate assistance to managers and others with development and monitoring of annual budgets. Provides budget, financial or accounting analyses in support of District initiatives and projects. Ensures the distribution of timely budget reports as needed to internal and external customers. Advises and resolves budgeting issues in a timely and friendly manner.

## Accountabilities

### Accountability #1

Deliver exceptional value to our customers through fiscally responsible planning and management by providing timely budget reporting as requested, assisting with preparation of the annual budget development process, entering and reconciling budget data in to relevant systems, monitoring and responding to budget variances, and similar responsibilities.

### Accountability #2

Deliver exceptional value to our customers through continual improvement and innovation by working proactively with budget coordinators, managers and others to improve budget development and monitoring processes, and similar responsibilities.

### Accountability #3

### Accountability #4

### Accountability #5

### Accountability #6

### Accountability #7

**Accountability #8**

**Accountability #9**

**Accountability #10**

### Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

### Qualifications – Education and Experience

**Minimum Required Education and Experience:**

Bachelor's Degree in Business, Accounting, or related field, AND  
Two (2) years of experience in Accounting or Finance;

OR

Six (6) years of experience in Accounting or Finance.

**Preferred Education and Experience:**

Bachelor's degree in Accounting, Business, or Finance.

### Qualifications – License(s) and/or Certification(s)

**Minimum Required License(s) and/or Certification(s):**

**Preferred License(s) and/or Certification(s):**

### Qualifications – Skills and Abilities

**Minimum Required Skills and Abilities:**

- Coordinates the development, compilation, publication, and distribution of annual budget materials.
- Coordinates activities related to composition and distribution of monthly and quarterly budget and financial reports.
- Assists with budget preparation and analysis assistance to all organizational levels.
- Performs budget data entry and reconciliation for all District systems, departments and divisions.
- Prepares exhibits, graphs, charts and tables for budget presentations and budget book.
- Assists with preparation and drafting of the annual proposed and final budget books.
- Drafts Board packets and budget/finance presentations as requested.
- Coordinates development and distribution of budgeting guidelines to all Management levels.
- Conducts workshops or informational sessions regarding budget preparation, guidelines, and controls as requested.
- Develops and maintains standard and ad hoc budget reports as required.
- Researches, coordinates, and corrects budget data errors; performs correcting entries.
- Coordinates budget variance reporting.
- Coordinates, develops, and distributes annual budget preparation calendar.
- Assists with coordination of departmental reorganizations as they relate to the budget.
- Assists with Financial Planning and Budgeting Department annual budget development including department goals and objectives development.
- Assists with the preparation of multiple years financial forecasts and plans.
- Prepares various journal entries.
- Researches, analyzes and resolves accounting related problems and discrepancies.

**Preferred Skills and Abilities:**

- Knowledge of SAP ERP Systems.
- Knowledge of Federal Energy Regulatory Commission (FERC) and National Association of Regulatory Utilities Commissions (NARUC) uniform system of accounts.

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

Physical Demands List	Frequency
Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never

Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Occasional (11-33%)
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Constant (67-100%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

### Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Frequent (34-66%)
Work as a member of a team	Occasional (11-33%)
Follow standards for work interactions	Occasional (11-33%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Frequent (34-66%)

### Comprehension

	Frequency
Read and carry out simple instructions	Occasional (11-33%)

Read and carry out complicated instructions	Constant (67-100%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Occasional (11-33%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Constant (67-100%)

**Additional Mental Demands not listed above and associated frequency below.**

### Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never

Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Never

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

### On-Call Status and Frequency

**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

### Work Location

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the



employee's wellbeing.