



Energy Accountant/Auditor

Job Code	20000166	Job Family	Financial Management & Controls	Professional / Knowledge Worker	
Department	Financing & Risk Management	Reports to	Sr Mgr Trsr Risk Mgmt & Supply	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2057	This Job is a Lead	No
Last Updated	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

Works cooperatively with the Assistant Treasurer in support of the Senior Manager of Financing and Risk Management to ensure the delivery of Middle Office accounting for and audit of power scheduling and trading activities. Ensures the integrity, accuracy, and adequacy of the District's wholesale power and transmission schedules, data collection, data security, billing, and standard operating practices with regard to the District's power scheduling and trading activities. Ensures power scheduling and trading activities are in compliance with the District's Energy Risk Management policies, regulating bodies, and counterparty contractual agreements. Acts as a representative of the PUD working directly with external auditors and regulatory bodies, ensuring the accuracy of trading activity master data, assets, accounts payable, accounts receivable, and general ledger transactions consistent with generally accepted accounting principles. Provides standard and ad hoc managerial reporting in response to requests for data concerning District power scheduling, trading activities, and wholesale purchases and sales. Supports the District's core values as well as its cost and fiscal management strategic priorities by working as a trusted financial partner with all divisions of the District.

Accountabilities

Accountability #1

Middle Office Risk Management:

Increase the public's confidence in the quality of the District's middle office risk management processes by: collaborating with various internal and external teams to ensure the performance of key control functions necessary to support the power scheduling and trading activities of the District; ensuring District's compliance for counterparty trading confirmation requirements; ensuring District compliance trade ticket control requirements; ensuring the performance of daily, monthly, and annual accounting for and audit of District power scheduling, trading activities, and its related market positions and financial data; providing training for middle office related functions throughout the District; ensuring the identification, design and implementation of middle office business process improvements District-wide; and similar responsibilities.

Accountability #2

Counterparty Risk Management:

Increase the public's confidence in the quality of the District's counterparty risk management processes by: Ensuring the effective oversight, design, and execution of counterparty credit limit analysis, assignment, and monitoring to the mitigate the risk of default and District exposure to loss; ensuring the strategic collaboration, negotiation, and dispute resolution between internal and external power scheduling and trading activity participants to perfect professional, accurate, and legally binding trade documents and related collateral instruments; execution of internal control programs to ensure compliance with complex commodity and financial trading activity regulations, counterparty contractual

agreements, and financial institution collateral instrument requirements; and similar responsibilities.

Accountability #3

Financial Accounting of District Power Scheduling and Energy Trading Activities:

Increase the Public's confidence in the quality of financial accounting of power scheduling and energy trading activities, ensure the District's ability to continuously improve business processes and accounting functions that impact the complete, accurate and timely processing of the financial accounting of District power scheduling and energy trading activities by: supporting the development of positive working relationships at the District's division, department, and employee levels; identifying opportunities and delivering recommendations for process improvements for internal and external partners; supporting projects, participating in ad hoc committees, and other similar responsibilities. Middle Office accounting for power scheduling and energy trading processes will include, but are not limited to: master data, assets, accounts payable, accounts receivable, and the general ledger.

Accountability #4

Compliance:

Achieve the highest level of employee and community trust in how the District manages compliance by ensuring the District's accountability to Federal, State and Local agencies by: ensuring the consistent application of knowledge regarding how the District's accounting for and audit of power scheduling and trading activities are impacted by District specific policy, counterparty contractual agreement, law, and regulation from the FERC, CFTC, FTC, WSPP, RCW, WAC, GASB and other authoritative bodies; performing the research and analysis to ensure resolution of complex inquiries over the accounting for and audit of power scheduling and trading activity, improvements to internal policies and procedures, and recommendations to demonstrate compliance with internal and external policies; ensuring the design, development, and maintenance of middle office accounting and audit process documentation sufficient to comply with audits requiring middle office support; and similar responsibilities.

Accountability #5

Reporting:

Achieve the highest level of employee and community trust in how the District manages reporting and its transparency to the District's rate payers and stakeholders by: ensuring the consistent application of internal controls and District policy over the District's accounting for and audit of power scheduling and trading activities sufficient to mitigate risks to the completeness, accuracy, and timeliness of internal and external reporting; ensure the research, development and analysis of ad hoc managerial reporting to aid leadership decision making; ensure the design, development and delivery of monthly, quarterly, and annual internal and external analytical and financial reporting and key performance indicator tools as they pertain to the accounting for and audit of power scheduling and trading activities; and similar responsibilities.

Accountability #6

Relationship Management:

Ensure the delivery of exceptional value to our customers, stakeholders, and external power scheduling and trading service providers through effective cross-functional partnerships and collaboration by: ensuring the District's ability to continuously improve business processes that impact the provision of a systematic and disciplined approach to accounting for and audit of power scheduling and trading activities; ensuring a culture of caring, mutual respect, and trust that develops positive working relationships at the District's division, department, work group, employee, and external service provider levels; responding to and providing guidance on internal and external correspondence as a member of the Risk Management team; ensuring the power scheduling and trading activity accounting and audit requirements are positively represented; participating in ad hoc committees; ensuring the development of goals and objectives; promoting the District's core values; and similar responsibilities.

Accountability #7

Business Applications/Data Management:

Increase the public's confidence in the quality of the District's accounting for and audit of power scheduling and trading activity by ensuring integrity over related business applications and master data by: ensuring the continuous assessment of risks related to complex power scheduling and trading analytical and financial recordation and audit compliance requirements; ensure the consistent application of systematic business processes; ensuring the maintenance of data warehouses and tables; working cooperatively with other departments to design, implement, and ensure the flow of power scheduling and trading activity financial data between District systems, workgroups, data processing vendors, third party administrators, counter parties, and regulating agencies is timely, accurate and complete; and similar responsibilities.

Accountability #8

Leadership and Governance:

Work cooperatively with the Assistant Treasurer in support of the Senior Manager of Financing and Risk Management to ensure the District's dedication to its mission, safety, a supportive work environment, and community leadership by: ensuring the application of its middle office risk management business processes related to accounting for and audit of power scheduling and trading activity in parallel with District strategic priorities; ensuring the quality control review and oversight over middle office deliverables in a manner that provides positive development and career growth; ensuring the research, guidance and training is provided to the middle office and risk management teams to ensure there is a commitment to employees and the community; and similar responsibilities.

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, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's degree in Business, Accounting, Finance, Economics, Engineering, or related field, AND Four (4) years of progressive experience in power scheduling, trading operations, energy risk management, or related field.

Preferred Education and Experience:

Master's degree in Business, Accounting, Finance, Economics, Engineering, or related field.

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

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

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

Certified Public Accountant.
Certified Internal Auditor.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Auditing procedures and techniques.
Principles of finance.

Managerial/cost accounting theories, practices, and principles.
Energy risk management practices, procedures, and controls.
Generally accepted accounting theories, practices, and principles.
Power scheduling practices, procedures, and internal controls.
Research and analytical techniques.
Forecasting techniques and practices.
Negotiation and conflict management techniques.
Business concepts, theories, and practices.
Basic report writing techniques and practices.
Presentation and communication skills.
Excellent analytical skills to properly assess errors and variances to reconcile data and make reasonable decisions to complete settlements.
Strong negotiating skills and the ability to make quick and reasonable decisions.
Advanced interpersonal skills to build and maintain positive business relationships.
Use computers and computer applications including word processing, email, spreadsheets, and data bases.
Use computers, automated systems and databases, and learn new computer software implemented by the District.
Use computers and related databases, spreadsheet, and word processing software packages to create effective programs to support departmental needs.
Perform research, analyze complex data problems, and provide recommendations.
Develop and implement new procedures.
Resolve conflicts and negotiate.
Respond to requests for information and produce reliable accurate information.
Write reports and make presentations.
Learn and apply power scheduling software.
Learn, interpret, and apply policies and procedures.
Use independent and discretionary judgment.
Work with and maintain confidential information.
Work in a team environment and as an effective team member with a strong customer focus.
Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers.

Preferred Skills and Abilities:

Familiarity with the wholesale electricity marketplace.
Knowledge of WSPP and CAISO settlements, including business practices, transaction types, and systems.
Familiarity with the interconnected bulk power generation and transmission system, including delivery points and paths.
Understands basic terminology related to power scheduling and trading discipline.
Working knowledge of scheduling systems, settlement systems, and financial systems.
Working knowledge of the language, terms, and conditions of contracts entered into for the purchase or sale of power and transmission.

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	Seldom (1-10%)
Stand	Seldom (1-10%)
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	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
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	Seldom (1-10%)
Use close vision	Seldom (1-10%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Seldom (1-10%)
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	Occasional (11-33%)
Understand and carry out complicated oral instructions	Constant (67-100%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)

Speak with clarity with others	Constant (67-100%)
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%)
Reasoning	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)
Resilience	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Constant (67-100%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Seldom (1-10%)
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

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

Risk Conditions List	Frequency
-----------------------------	------------------

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	Seldom (1-10%)

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.