

Grant Coordinator I

Job Code	20001076	Job Family	Accounting	Professional / Knowledge Worker	General Accounting & Financial Systems
Department		Reports to		Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2053	This Job is a Lead	No
Last Updated	05/13/2023				

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 and in support of the Senior Manager/Controller/Auditor, and the Assistant Controllers, assisting production of timely, accurate, and complete financial and managerial transactions in support of the District's regulatory reporting requirements for the Electric, Generation, and Water systems. Acts as a representative of the PUD working indirectly with external auditors and regulatory bodies, supporting the accuracy of federal, state, and local grant management and reporting. 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

Financial Accounting of District Business Activity:

Deliver exceptional value to our customers through continual improvement and innovation by supporting the District's ability to continuously improve business processes and grant accounting functions that impact the complete, accurate and timely processing and reporting of the of District grant activity 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 customers; supporting projects, participating in ad hoc committees, and other similar responsibilities. Business processes will include, but are not limited to: grant management and reporting, master data, assets, taxes, accounts payable, accounts receivable, payroll, and general ledger.

Accountability #2

Internal Control Activities over Financial Business Processes:

Deliver exceptional value to our customers through fiscally responsible planning and management by supporting the District's commitment of responsible cost and fiscal management to our ratepayers and investors through the design, development, and application of risk-based controls over grant financial processes and reporting; analysis of grant related financial transactions and cost variances; monitoring and validation of financial transactions, and similar responsibilities.

Accountability #3

Compliance over Reporting:

Achieve the highest level of employee and community trust in the District's commitment to compliance with regulatory reporting requirements by supporting research and analysis for the development and implementation of new financial pronouncements and grant reporting requirements to achieve consistent application of reporting requirements, and similar responsibilities.

Accountability #4

Compliance over Regulatory Requirements:

Achieve the highest level of employee and community trust in the District's commitment to compliance with regulatory reporting requirements by: reviewing and providing recommendations for the maintenance of the District's grant compliance and accountability to Federal, State and Local agencies; consistently building knowledge; participating in the training of others; designing, developing, reviewing and organizing grant documentation, coordinating grant compliance audits, and similar responsibilities.

Accountability #5

Data Analytics:

Assists with transparency and maintains the trust of our customers and stakeholders in the management of the District's financial operations by enabling the District to make data-informed decisions through supporting the development, implementation, and training of grant related work, and actively promoting effective and efficient use of District resources, and similar responsibilities.

Accountability #6

Leadership and Governance:

Assists the Controller and Assistant Controllers to ensure the District's dedication to its mission, safety, a supportive work environment, and community leadership by: cultivate an atmosphere where this vision can be nurtured; apply financial business processes in parallel with cost and fiscal management strategic priorities; develop, implement and train team members in quality control review and oversight over the financial accounting of District business processes and related financial reporting, and other similar responsibilities.

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, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration, Finance, Accounting, or related field;

OR

Four (4) years of progressively more responsible grant management experience at a professional level.

Preferred Education and Experience:

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:

Federal, State and Local grant laws, regulations, and policies
 Procurement techniques and strategies
 General ledger functions that support grant financial transactions
 Research and analysis techniques to support compliance with grant agreements, contracts, and other documentation
 Large scale ERP software
 Microsoft Office Suite
 Data warehousing tools in the provisions of adhoc data analytics and reports
 Work in a collaborative team environment providing shared services to both internal and external customers
 Research, analyze and provide guidance for implementation of grant agreements and audit compliance
 Use independent and discretionary judgement to solve complex issues
 Communicate and work effectively with all levels of the organization, outside agencies, vendors, contractors, and the public
 Plan and organize work in order to adapt to changing processes and priorities
 Work with and maintain confidential information
 Work with accuracy under pressure to meet internal and external deadlines
 Maintain internal control policies and procedures

Preferred Skills and Abilities:

Project management techniques and practices
 Change management practices
 FEMA documentation and audits
 Large scale ERP software: (SAP preferred)
 Governmental Accounting Standards

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	Frequent (34-66%)
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	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)	Never
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

Frequent (34-66%)

Use close vision

Constant (67-100%)

Use distance vision

Frequent (34-66%)

Use color vision

Frequent (34-66%)

Use peripheral depth perception

Frequent (34-66%)

Speak

Frequent (34-66%)

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

Occasional (11-33%)

Work as a member of a team

Frequent (34-66%)

Follow standards for work interactions

Constant (67-100%)

Write communications for clarity and understanding

Frequent (34-66%)

Speak with clarity with others

Frequent (34-66%)

Comprehension

Frequency

Read and carry out simple instructions

Frequent (34-66%)

Read and carry out complicated instructions

Frequent (34-66%)

Retain relevant job information

Constant (67-100%)

Reasoning

Frequency

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%)

Organization

Frequency

Plan own work activities

Constant (67-100%)

Plan work activities of others

Occasional (11-33%)

Direct work activities of others

Occasional (11-33%)

Resilience

Frequency

Work under pressure

Frequent (34-66%)

Work for long periods of time

Occasional (11-33%)

Work on several tasks at the same time

Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
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.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
Working with angry customers	Occasional (11-33%)

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.