



Lead Accountant

Job Code	20000953	Job Family	Financial Management & Controls	Professional / Knowledge Worker	
Department	Various	Reports to	Various	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2057	This Job is a Lead	Yes
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 and in support of the Senior Manager/Controller/Auditor, and the Assistant Controllers, contributing to production of timely, accurate, and complete financial and managerial reports in compliance with the District's regulatory reporting requirements for the Electric, Generation, and Water systems. Acts as a representative of the PUD working directly with external auditors and regulatory bodies. Develops and delivers descriptive, diagnostic, predictive and prescriptive analysis of financial and operating conditions. Researches emerging reporting standards and novel financial transactions to ensure the District is in compliance with all applicable regulation and Generally Accepted Accounting Principles. Develops and maintains internal controls to ensure the accuracy of assets, taxes, accounts payable, accounts receivable, payroll, and general ledger processes. 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 maintaining the District's ability to continuously improve business processes and accounting functions that impact the complete, accurate and timely processing of financial accounting of District business activity by: leading 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; leading projects, participating in ad hoc committees, and other similar responsibilities. Business processes will include, but are not limited to: master data, assets, taxes, accounts payable, accounts receivable, payroll, and general ledger, and similar responsibilities.

Accountability #2

Internal Control Activities over Financial Business Processes: Deliver exceptional value to our customers through fiscally responsible cost planning and fiscal management to our ratepayers and investors through: design, development and application of risk-based controls over financial processes and reporting; analysis of complex financial transactions. periodic financial statements, and cost variances; monitoring and validation of financial conditions, 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: providing research, analysis, and recommendations for the implementation of new financial pronouncements and complex financial transactions to achieve consistent application of GAAP, GASB and other reporting authorities, and similar responsibilities.

Accountability #4

Compliance over Regulatory Requirements: Ensure the highest level of employee and community trust in the District's commitment to compliance with regulatory reporting requirements by: consistently building knowledge; providing and implementing recommendations for the maintenance of the District's compliance and accountabilities to Federal, State, and Local agencies; designing and developing documentation to support compliance; designing and implementing training of others; and other similar responsibilities

Accountability #5

Business Application/Master Data Management: Deliver exceptional value to our customers through continual improvement and innovation by ensuring integrity of the District's financial business applications and master data by: ensuring and leading the continuous assessment of complex reporting requirements and financial activities; guiding the consistent application of systematic business processes; leading the maintenance and configuration of financial master data; working cooperatively with other departments to design complex data repositories and develop and provide training to ensure the flow of financial data between District workgroups, data processing vendors, third party administrators and regulating agencies is timely, accurate and complete, and other similar responsibilities.

Accountability #6

Data Analytics: Ensures transparency and trust to our customers and stakeholders in the financial and operating conditions by enabling the District to make data-informed decisions by: developing and maintaining complex data repositories, delivering descriptive, diagnostic, predictive and prescriptive analysis of financial and operating conditions, and actively promoting effective and efficient use of District resources, and other similar responsibilities.

Accountability #7

Leadership and Governance: Support 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 #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:

Master's Degree in Accounting, Finance, Business or related field, AND
Four (4) years of progressively more responsible accounting experience at a professional level;

OR

Active CPA or CMA License, AND
Six (6) years of progressively more responsible accounting experience at a professional level;

OR

Bachelor's Degree in Accounting, Finance, Business or related field, AND
Six (6) years of progressively more responsible accounting 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):

CPA License
CMA license
Other professional accounting certification.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Generally Accepted Accounting Principles
Governmental Accounting Standards
FERC and NARUC accounting practices
Federal, State and Local laws and regulations
General ledger functions that support month-end and year-end close processes
All aspects of financial accounting and reporting
Research and analysis techniques including but not limited to overheads and shared resource allocations
Large scale ERP software
Microsoft Office Suite with an intermediate to advanced use of the Excel application
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 new accounting pronouncements and standards
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:

Month-end closing software applications
Project management techniques and practices
Change management practices
Large scale ERP software: (SAP preferred)
Coaching and mentoring techniques, project management techniques and practices

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

- Adaptability
- Aligning Performance for Success
- Building Customer Relationships
- Building Talent
- Coaching
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Creating a Culture of Trust
- Creating an Inclusive Environment
- Customer Focus
- Delegation and Empowerment
- Driving for Results
- Driving Innovation
- Emotional Intelligence Essentials
- Empowering Decision Making
- Execution
- Guiding Team Success
- Initiating Action
- Inspiring Others
- Leveraging Feedback
- Positive Approach
- Professional Knowledge and Aptitude
- Selecting Talent
- Stress Tolerance
- Technology Savvy

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)	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	Occasional (11-33%)
Use close vision	Frequent (34-66%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
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	Frequent (34-66%)
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	Frequent (34-66%)
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	Occasional (11-33%)

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	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.
 Occasionally - 1x quarter or 4-6 times a year Storm Center duties

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.