

## Manager, Accounting

<b>Job Code</b>	20000763	<b>Job Family</b>	Manager/1st Level leader	<b>Leader</b>	
<b>Department</b>	Various	<b>Reports to</b>	Sr Mgr Contoller and Auditor	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2059		
<b>Last Updated</b>	8/29/2022				

### 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, ensuring 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. Guides the research, analysis, and development of 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. Guides, develops, and maintains internal controls to ensure the accuracy of assets, taxes, accounts payable, accounts receivable, payroll, and general ledger processes. Leads and develops a team of financial accounting professionals, accountable for their development and statement of work, helping them to be successful and realize their highest potential. 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: 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 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 include, but are not limited to: master data, assets, taxes, accounts payable, accounts receivable, payroll, general ledger and financial and operational reporting.

### Accountability #2

Internal Control Activities over Financial Business Processes: Ensure 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 financial processes and reporting; analysis of periodic financial statements and cost variances; monitoring and validation of financial conditions, and other similar responsibilities.

### Accountability #3

Compliance over Reporting: Ensure the District's commitment to compliance with regulatory reporting requirements by: providing and leading the research, analysis, and recommendations for the development and implementation of new financial pronouncements and novel financial transactions to achieve consistent application of GAAP, GASB and other reporting authorities, and other similar responsibilities.

**Accountability #4**

Compliance over Regulatory and Tax Requirements: Review and provide recommendations to ensure the District's compliance and accountability to Federal, State and Local agencies by: consistently building knowledge; providing continuing education opportunities, and participating in the training of others; designing and developing documentation to ensure compliance, and other similar responsibilities.

**Accountability #5**

Audit Assurance: Ensure transparency to the District's Board of Commissioners by: performing the role Deputy Auditor, providing for certification of invoices, ratifying checks and warrants issued by the District, performing periodic audits to ensure the physical control over cash held at the District is assured; providing leadership over the District's compliance with financial audit functions; serving as a liaison between external auditors and the PUD team, and other similar responsibilities.

**Accountability #6**

Business Application/Master Data Management: Ensures integrity of the District's financial business applications and master data by: leading the continuous assessment of complex reporting requirements and financial activities; guiding the consistent application of systematic business processes; guiding the maintenance and configuration of financial master data; working cooperatively with other departments to design complex data repositories and develop 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 #7**

Data Analytics: Ensures transparency of the financial and operating conditions and enabling the District to make data-informed decisions by: guiding the development and maintenance of 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 #8**

Leadership and Governance: Partner with the Controller 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 activity and related financial reporting; and other similar responsibilities.

**Accountability #9**

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for

the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

#### **Accountability #10**

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

#### **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 Accounting, Finance, Business, or related field, AND  
Two (2) years of progressively more responsible accounting experience at a professional level;

OR

Active CPA License or the educational requirements to sit for the CPA exam, AND  
Two (2) years of progressively more responsible accounting experience at a professional level.

##### ***Preferred Education and Experience:***

Master's Degree in Accounting, Finance, Business or other related field

## 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  
Generally Accepted Auditing 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	Never
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	Frequent (34-66%)
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	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)
<b>Comprehension</b>	<b>Frequency</b>
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%)
<b>Reasoning</b>	<b>Frequency</b>
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%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Constant (67-100%)
<b>Resilience</b>	<b>Frequency</b>
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.**

<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	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.