



Manager, Finance Systems Support

Job Code	20000817	Job Family	Manager/1st Level leader	Leader	
Department	Finance Systems Support	Reports to	Chief Financial Officer	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2061		
Last Updated	7/3/2023				

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

The Manager of Finance Systems Support works in partnership with the leadership of the Finance division to lead process and system improvements. The role manages the resource planning, project management, and work priorities for all technical, continuous improvement, and process improvement work. They manage and track division service requests, serve as a technical advisor, and work as a liaison between Finance and Information Technology, to ensure success on projects and system enhancements. They manage a group of analysts, evaluating performance, providing coaching, and assigning specific tasks, all in support of the department's goals and priorities.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in the management of the District's financial health by maintaining a deep understanding of support applications (both on premise and cloud based), internal controls, and departmental interactions. Work closely with the Finance division and IT division to understand relevant infrastructure and systems, and the impacts that changes and updates have on the environment. Serve as a divisional project manager and technical advisor to the Chief Financial Officer and other division leaders as they evaluate process changes, continuous improvement opportunities, and systems.

Accountability #2

Demonstrate outstanding value relative to cost to our customers by ensuring the success of projects related to the Finance division through planning, selection, implementation, and monitoring of system changes. Collaborate with both IT and Finance throughout, providing updates and appropriate reporting. Serve as project manager for all technological and system-related projects, process improvements, and upgrades associated with the Finance division.

Accountability #3

Deliver exceptional value focused on clearly defined priorities and tradeoffs by partnering with Finance and IT to manage, negotiate, and/or administer vendor contracts as needed, including requests for proposals, bid evaluations, and award recommendations. Provide technical and contract administration advice when needed.

Accountability #4

Maintain the public's confidence in the quality of District leadership by serving in a leadership role for the Finance division, working with the Chief Financial Officer and other division leaders to further the District's values and strategic priorities.

Accountability #5

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.

Accountability #6

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 #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 Project Management, Finance, Accounting, Supply Chain, or related field,
AND

Four (4) years of progressively more responsible application support experience, project management, and/or continuous or process improvement oversight;

OR

Eight (8) years of progressively more responsible application support experience, project management, and/or continuous or process improvement oversight.

Preferred Education and Experience:

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

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

Demonstration of appropriate level of knowledge and experience in project management.

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

Business Analyst Certification

Project Management Professional

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Demonstrated leadership and coaching experience

Champion change management and continuous improvement

Familiarity with application environments and software solutions

Adept at communication across a wide range of levels in an organization

Work effectively across all levels of an organization

Organized and detail-oriented

Work well in a team and leading a team

Act independentlyMaintain confidentiality

Identify problems and recommend solutions

Analyze and design processes

Preferred Skills and Abilities:

Experience with SAP
Experience at an electric utility

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	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)	Never
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	Never
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Never
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

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	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
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	Occasional (11-33%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Frequent (34-66%)
Reasoning	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Seldom (1-10%)
Use intermediate and/or advanced math	Seldom (1-10%)
Organization	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
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	Seldom (1-10%)
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

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.