



Manager, Treasury & Financial Risk

Job Code	20000050	Job Family	Manager/1st Level leader	Leader	
Department		Reports to	Senior Manager, Treasury Risk Management & Supply	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060		
Last Updated	06/12/2023				

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 of Financing and Risk Management to provide management and leadership over the professional management of the District's Financing, Investment, Middle Office, and Risk Analysis programs. Manages the design, implementation, and operation of related compliance requirements for these programs to ensure the District is meeting current and future obligations. Manages the financial and management reporting of these programs. Provide management and leadership over program operations, budgets, income, and expenses, to determine that funds are being utilized and accounted for properly. Manages collaborative relationships with the District's internal and external financing, investment, middle office, and risk partners. Manages the periodic update of program policies and procedures. Support 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

Leadership and Governance:

Manage the District's dedication to safety, career growth, a supportive work environment, and community leadership by: providing management and oversight over the application of its financing and investment, middle office, and risk analysis related business processes in parallel with District strategic priorities; developing, recommending, and effectively managing budgets; identifying, evaluating and recommending resource options that reflect appropriate prioritization and tradeoffs between cost and quality results; managing the quality control and leadership over program deliverables in a manner that provides positive development and career growth; managing the research, guidance, coaching, and training provided to ensure there is a commitment to employees and the community; determining and realizing opportunities for improved efficiency and effectiveness; and similar responsibilities.

Accountability #2

Relationship Management:

Delivery of exceptional value to our customers, stakeholders, and external financial service providers through effective cross-functional partnerships and collaboration by: managing the District's ability to continuously improve business processes that impact the provision of a systematic and disciplined approach to financing and investment, middle office, and risk analysis activities; ensuring a culture of caring, mutual respect, and trust that empowers current and future employees to do their best work, develop positive working relationships at the District's division, department, work group, employee, and external service provider levels; providing management and leadership over the cross-functional collaboration in pursuit of enterprise-wide strategic goals and initiatives; responding to and providing guidance on internal and external correspondence as a member of the financing and risk management team; managing processes to ensure program requirements are professionally represented; managing ad hoc committees; managing and leading the development and implementation of program goals and

objectives; promoting the District's core values; working daily to ensure an equitable and inclusive environment; and similar responsibilities.

Accountability #3

Financing and Investment Program:

Increase the public's confidence in the quality of the District's financing and Investment program management by: managing the collaboration between internal and external financing and investment partners to ensure liquidity optimization, balanced investment portfolio strategies, and professional project financing strategy and execution; managing financing and investment program design, implementation, recordation, analysis, and compliance with Generally Accepted Accounting Principles, District policies, and State and Federal laws and regulations; providing leadership and training to financing and investment program related functions throughout the District; ensuring the identification, design, and implementation of business process improvements District-wide; and similar responsibilities.

Accountability #4

Middle Office Program:

Increase the public's confidence in the quality of the District's middle office program management by: managing the strategic collaboration, negotiation, and dispute resolution between internal and external middle office partners to manage the performance of key control functions necessary to ensure the accounting, audit, and compliance activities for the District's power scheduling and trading activities; providing leadership over the design and execution of counterparty credit limit analysis, assignment, and monitoring to mitigate the risk of default and District exposure to loss; managing the development and perfection of collateral instruments; providing leadership and training to middle office program related functions throughout the District; ensuring the identification, design and implementation of business process improvements District-wide; and similar responsibilities.

Accountability #5

Risk Analysis Program:

Achieve the highest level of employee and community trust in how the District manages risk assessment by: managing the risk assessment of the District's financial, operational, technological, compliance, and governance processes and systems; ensuring the identification, evaluation, and documentation of internal and external risks; managing the provision of industry standard recommendations and enhancements to promote effective business process and control environment design and implementation; managing the daily, monthly, quarterly, and annual control activities that minimize financial, operational, and technological risk; and ensuring control and governance environments that can be relied upon for sound decision making; and similar responsibilities.

Accountability #6

Compliance:

Achieve the highest level of employee and community trust in how the District manages compliance by managing the District's accountability to Federal, State and Local agencies through: consistent leadership

and application of knowledge regarding how the District's financing and investment, middle office, and risk analysis programs are impacted by law, regulation or District specific policy such as FERC, CFTC, WSPP, IRS, RCW, WAC, PCI, PII, NERC-CIP, GASB and other authoritative bodies; providing management and leadership over the research, analysis, and resolution of complex program inquiries, improvements to internal policies and procedures, and recommendations to demonstrate compliance with internal and external policies; management over the professional design, development, and maintenance of program documentation sufficient to comply with audits requiring financing and investment, middle office, and risk analysis support; and similar responsibilities.

Accountability #7

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 financial investors by: providing management and leadership in the consistent application of internal controls over the District's financing and investment, middle office, and analysis activities sufficient to mitigate risks to the completeness, accuracy, and timeliness of internal and external reporting; managing the research, development and analysis of ad hoc managerial reporting to aid decision making; ensuring the design and development of monthly, quarterly, and annual internal and external financial reporting and key performance indicator tools as they pertain to financing and investment activities; and similar responsibilities.

Accountability #8

Business Applications/Data Management:

Increasing the public's confidence in the quality of the District's financing and investment, middle office, and risk analysis management by ensuring integrity over related business applications and data by: managing the continuous assessment of risks related to complex reporting and recordation requirements; overseeing the consistent application of systematic business processes; managing the maintenance of data warehouses and tables; leading the design and training for complex data analytics to ensure the flow of program data between District systems, workgroups, data processing vendors, third party administrators and regulating agencies is timely, accurate and complete; and similar responsibilities.

Accountability #9

Deputy Treasurer and Other Risk Management Activities:

Ensure transparency to the District's Board of Commissioners by: supporting the District's Treasurer role; performing the role of Deputy Treasurer; providing project leadership over District financing and investment, middle office, and risk analysis contracts; authorizing disbursements issued by the District's Treasury function; performing periodic analysis to ensure risk mitigating practices at the District are effective; providing leadership over the District's financing and risk management functions including compliance with applicable laws and regulations; serving as a liaison between external stakeholders and service providers, such as, advisors, underwriters, banks, legal counsel, auditors, and the PUD team; and similar responsibilities.

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, or related field, AND
Four (4) years of progressive experience in Accounting, Treasury, or a Finance related role.

Preferred Education and Experience:

Master's Degree in Business, Accounting, Finance, Economics, 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 Treasury Professional
Certified Financial Analyst
Certified Public Finance Officer

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Technical accounting theory, practices, and principles, including generally accepted accounting principles and Generally Accepted Auditing Standards
Banking regulations and practices and state and federal laws governing the investment of governmental agency funds
Finance and cash management theory and practices
Investment operations, various investment securities, and municipal finance
Cash flow analysis and standards
Tax-exempt bond post issuance compliance practices and regulations
Arbitrage computation and analysis
Project financing strategies
Internal control standards
Energy trading and hedging techniques
PCI compliance requirements
Utilize strong analytical skills and judgment to lead and deliver efficient and effective solutions
Be a self-starter; prioritize, coordinate, and manage multiple complex tasks and assignments simultaneously
Perform and manage research, analyze complex data problems, and manage the provision of recommendations for leadership decision making
Respond to requests for information and produce reliable and accurate information
Maintain the resolution of problems presented and faced by the financing and investment team
Communicate and work effectively, verbally, in writing, and through visualizations with all levels of the organization, outside agencies, and customers
Utilize Microsoft Excel and software applications experience at an intermediate to advanced level
Ensure standards and keep accurate documentation
Work with confidential information
Use independent and discretionary judgment
Manage logic-based decision making, be organized, and detail oriented
Adapt to constantly changing functional and District-wide priorities managing a dynamic work environment
Use personal computers, automated systems, and databases; learn new computer software implemented by both the financing and investment team as well as other District departments
Learn, interpret, and apply District policies and procedures
Work effectively within a team structure to resolve problems and make decisions
Develop, implement, and manage new procedures
Write formal reports and deliver presentations to various levels of the organization
Develop automated processes including complex spreadsheets, queries, and reports

Preferred Skills and Abilities:

Knowledge of Federal Energy Regulatory Commission (FERC)
Knowledge of National Association of Regulatory Utilities Commission (NARUC) uniform system of accounts

Knowledge or experience working with laws and compliance aspects of tax-exempt entities
Knowledge of or experience with SAP enterprise resource planning systems

Competencies

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

- Adaptability
- Building Customer Relationships
- Building Talent
- Business Acumen
- Coaching
- Communication
- Continuous Learning
- Courage
- Creating a Culture of Trust
- Creating an Inclusive Environment
- Cultivating Networks and Partnerships
- Customer Focus
- Delegation and Empowerment
- Driving for Results
- Driving Innovation
- Emotional Intelligence Essentials
- Facilitating Change
- Financial Acumen
- Guiding Team Success
- Initiating Action
- Inspiring Others
- Leveraging Feedback
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Strategic Planning
- Stress Tolerance

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	Seldom (1-10%)
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	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	Occasional (11-33%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
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	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	Frequent (34-66%)
Direct work activities of others	Occasional (11-33%)
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	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
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.