



Operations Accounting Analyst I

Job Code	20000785	Job Family	Financial Management & Controls	Associate / Vocational Worker	
Department	Plant Accounting	Reports to	Manager, Accounting	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2051	This Job is a Lead	No
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 Assistant Controller, the Plant and Other Accounts Receivable team to ensure the effective management of active work order portfolios and financial information processing, by collaborating with District departments, acting as a liaison between various operational departments and Finance. Facilitates, expedites, assists, trains, and validates various accounting functions initiated by other departments including opening/closing work orders, creating/retiring assets, and billing/payment requests. Contributes to research, analysis and problem resolution, ensuring the timely and accurate processing and maintenance of financial transactions, sub ledgers and financial reporting. Supports the District's core values and strategic priorities, in particular responsible cost and fiscal management.

Accountabilities

Accountability #1

Relationship Management: Supports delivering exceptional value to our customers through powerful cross group partnership and collaboration by supporting the development of positive working relationships by serving as a Finance ambassador and subject matter expert on the complete, accurate and timely processing of work order, asset, revenue and financial data and information. Facilitates engagement and proactive communication between various operational departments and Finance by interacting, responding, coordinating, and supporting the effective management of active work order portfolios. Collaborates with peers, Plant and OAR Accounting, General Accounting and Finance teams to provide friendly, positive customer service for internal and external customers, participates in ad hoc committees; supports department goals and objectives; promotes the District's core values, and similar responsibilities.

Accountability #2

Work Order Processing: Supports demonstrating outstanding value relative to cost to our customers by supporting the District's commitment to achieve accurate and timely processing and maintenance of financial transactions, sub ledgers and financial reporting, while recovering costs fully and fairly by contributing to research and analysis to manage its active work order portfolios effectively for the Electric, Generation, and Water systems; expediting, validating and assisting with the accurate and timely completion of executed work orders, asset activity, billing functions and financial data, and similar responsibilities.

Accountability #3

Workforce Development: Supports creating 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 supporting the District's commitment to empower employees, provide employees opportunities to develop skills, and to support employees through change by contributing to

the development and delivery of training programs, job aides and work tools; assisting with and validating various accounting functions initiated by other departments including opening/closing work orders and billing/payment requests; responding to and giving guidance for internal and external inquiries as a plant and other accounts receivable subject matter expert, and similar responsibilities.

Accountability #4

Compliance: Supports achieving the highest level of employee and community trust in how the District manages compliance by supporting the District’s accountability to Federal, State and Local agencies by consistently learning and applying knowledge of business processes and risk based audit procedures that ensure the District remains in compliance with laws, regulations, and internal directives; supporting the maintenance of documentation sufficient to comply with audits requiring asset and revenue data support, and similar responsibilities.

Accountability #5

Financial Planning Reporting & Analysis: Supports maintaining transparency to the District’s rate payers, customers and financial investors by learning and applying knowledge of GAAP, FERC and NARUC reporting standards; through consistent application of internal controls that will mitigate risks to the completeness, accuracy and timeliness of financial reporting and analysis; by reviewing and validating various accounting functions initiated by other departments including opening/closing work orders and billing/payment requests, to ensure the accurate classification of work order activity and asset data and the accurate preparation of contract and billing transactions. Supports the research, development and analysis related to ad hoc managerial reporting, monthly and annual financial statements as well as work order KPI tools, and similar responsibilities.

Accountability #6

Business Application / Data Management: Support increasing the public’s confidence in the quality of the District's financial data management by supporting integrity over the District’s asset and revenue related business applications and data through continuous assessment of risks and recommendations for continual improvements related to business processes including opening/closing work orders and billing/payment requests, as well as reporting requirements. Provides project support; consistent support for the application of systematic business processes; support for complex data analytics and the flow of financial data between District workgroups, that is timely, accurate and complete, 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:

Relevant work experience or training/education that would prepare you for this type of work.

Preferred Education and Experience:

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

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

Washington State Driver's License

Successful completion of District's Beginning Engineering Technician course within 12 months of start date

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Computers and related software (automated accounting software, word processing, spreadsheets, database)
- Microsoft Office Suite with a proficient use of the Excel application
- Generally Accepted Accounting Principles
- Accounting, economic and auditing theories, practices and principles
- Analytical techniques
- Communicate and work effectively with all levels in the organization, outside agencies, vendors, contractors, and the public
- Work with and maintain confidential information
- Balance accounts and maintain accurate records
- Work under pressure to meet scheduled deadlines
- Research, analyze and resolve accounting related issues
- Serve in a lead capacity
- Learn and apply FERC and NARUC accounting systems
- Work independently
- Proficiently use the latest technologies applicable and available at the District in performing assigned tasks and projects
- Work in a collaborative team environment with a strong customer focus, both internal customers and external customers
- Use independent and discretionary judgement
- Plan and organize work to adapt to changing processes and priorities

Preferred Skills and Abilities:

- Electric utility construction standards, fundamentals and practices including cost estimate preparations
- Basic construction standards and methods, design standards Basic technical aspects of utility work
- Federal Energy Regulatory Commission (FERC) and National Association of Regulatory Utilities Commissions (NARUC) uniform system of accounts

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Associate / Vocational Worker”.

Building Customer Loyalty
 Collaborating
 Communication
 Continuous Improvement
 Continuous Learning
 Customer Orientation
 Decision Making
 Earning Trust
 Emotional Intelligence Essentials
 Initiating Action
 Leveraging Feedback
 Planning and Organizing
 Professional Knowledge and Aptitude
 Quality Orientation
 Technology Savvy
 Valuing Differences
 Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
Drive	Occasional (11-33%)
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)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
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	Constant (67-100%)
Use distance vision	Occasional (11-33%)
Use color vision	Frequent (34-66%)
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	Seldom (1-10%)
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	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)

Resilience

	Frequency
Work under pressure	Frequent (34-66%)

Work for long periods of time
Work on several tasks at the same time

Frequent (34-66%)
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	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.

Daily 0

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.