



# Senior Manager, Controller & Auditor

<b>Job Code</b>	20000031	<b>Job Family</b>	Senior Manager	<b>Leader</b>	
<b>Department</b>	Gen Acct & Financial Systms	<b>Reports to</b>	Chief Financial Officer	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2063		
<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

Leads a team to ensure the production of timely, accurate, and complete financial and managerial reports in compliance with the District's regulatory requirements. Work directly with external auditors and regulators to achieve a high level of compliance with minimal findings or regulatory issues. Ensure accounting standards are evaluated and addressed, maintains internal controls toward the accuracy of accounting and tax processes and documents. Hires, trains, develops, and evaluates the performance of a team of professionals. Supports the District's values and strategic priorities.

## Accountabilities

### Accountability #1

Achieve the highest level of employee and community trust in the management of the District's financial health by accurate and timely accounting and reporting of District business activity. Ensure the District has appropriate accounting processes and internal controls, including tax monitoring and compliance. Work closely with partners inside and outside the District to guarantee they have the reports and information needed to meet regulatory requirements and appropriately monitor activity.

### Accountability #2

Demonstrate outstanding value relative to cost to our customers by ensuring the integrity of business applications and data; evaluate continuous improvement opportunities to increase transparency and quality of information; collaborate with District divisions to create and maintain the best possible information quality and flow to help decision-makers run the business.

### Accountability #3

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. Constantly evaluate the needs of the department to ensure work is being done efficiently and effectively; hire high-quality candidates that fit the District's culture, while aiming toward a level of diversity that reflects the District's community; train and support employees in their roles to promote a high degree of success and professional growth; honestly evaluate performance and provide continuous feedback to employees while promoting empowerment, responsibility, and accountability.

### Accountability #4

Increase the public's confidence in the quality of District leadership by working with the Chief Financial Officer and other leaders in the organization to promote the District's values and strategic goals.

**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****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](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  
Six (6) years of progressive responsibility in a professional accounting environment.

**Preferred Education and Experience:**

Master's Degree in Accounting is preferred, but an advanced degree in other business fields is advantageous.

**Qualifications – License(s) and/or Certification(s)****Minimum Required License(s) and/or Certification(s):****Preferred License(s) and/or Certification(s):**

A Certified Public Accountant (CPA) license strongly preferred  
Certified Management Accountant (CMA) or Certified Internal Auditor (CIA)

**Qualifications – Skills and Abilities****Minimum Required Skills and Abilities:**

Technical accounting theory, practices and principles (GAAP).  
Governmental and other accounting standards.  
FERC and NARUC regulatory requirements.  
Auditing standards and processes.  
Complex Federal, State and Local laws and regulations.  
Federal, State and Local tax laws and regulations.  
Financial and Accounting systems, computer applications including large scale Enterprise Resource Planning systems and Microsoft Office Suite.  
Financial and budgeting processes and cost-benefit techniques.  
Project management and negotiation.  
Relationship building, partnering, conflict management and mediation.  
Current leadership philosophies, theories and practices.  
Customer service techniques and practices.  
Written and oral communication and report writing techniques.  
Coach, mentor and lead employees.  
Plan and manage multiple projects with competing priorities.  
Build and manage effective teams.  
Facilitate alignment with District goals and objectives.  
Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers.  
Proactively and constructively deal with conflict.

Interpret and apply District directives, policies and procedures.  
Use independent and discretionary judgment.  
Manage confidential information.  
Use a personal computer and associated applications.  
Review and present financial report packages to internal and external stakeholders.  
Analyze and evaluate complex information.  
Apply appropriate accounting, tax and auditing principles.

**Preferred Skills and Abilities:**

Knowledge of or experience with SAP.

**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	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
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)	Never
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	Never
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

## **Mental Demands**

<b>Communication</b>	<b>Frequency</b>
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Constant (67-100%)
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	Constant (67-100%)
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	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Occasional (11-33%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
<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	Constant (67-100%)

**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.**



## 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.