

Senior Manager, Treasury Risk Management & Supply Chain



Job Code	20000030	Job Family	Senior Manager	Leader	
Department	Financing & Risk Mgmt	Reports to	Chief Financial Officer	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2063		
Last Updated	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 manage the District's cash, investment, and debt portfolios and related compliance. Ensures the efficiency of the District's supply chain through contract and purchasing management and warehouse oversight. Manage the District's exposure to risk through external and internal risk management strategies.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in the management of the District's financial health by ensuring the District maintains strong financial health through cash management, investment portfolio oversight, and bond financing strategies. Oversee a team that handles the short and long term management of the District's cash by maintaining banking relationships, assess cash and investment strategies and projections, ensure compliance with bond covenants and liquidity targets, and routine reporting of positions. Leads the development of bond strategies and long term financing success, maintain relationships with financial institutions, rating agencies, and legal partners. Manages the financing process from start to finish, including assessing strategies, preparing documents, working with outside parties, and long term compliance and similar responsibilities.

Accountability #2

Demonstrate outstanding value relative to cost to our customers by maintaining efficiency in the District's supply chain process. Ensure contracts and purchasing process works in compliance with guidelines and laws, is an effective partner for the other District divisions and departments, and works well with vendors and bidders to achieve District success. Oversee the materials management and warehouse functions, including scrap, overstocks, and coordination with line crews and other District departments and similar responsibilities.

Accountability #3

Deliver exceptional value focused on clearly defined priorities and tradeoffs by leveraging external and internal risk management strategies to mitigate the District's risk of loss. Work with external insurance providers and advisors to build and maintain an insurance program with appropriate coverage and retention levels. Employ internal cash and reserve strategies to cover self-insurance needs where appropriate. Manage the claims process for losses and work with the legal department and others to see claims to completion.

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 value 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

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 Finance, Accounting, Business Administration, or related field, AND Six (6) years of progressively responsible experience in a professional finance environment.

Preferred Education and Experience:

Master's Degree in Accounting or Finance is preferred, but an advance 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):

Certified Public Accountant or other finance/accounting related designations are preferred.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Knowledge of:

Municipal finance rules and regulations.

Financial investment strategies.

Budgeting techniques.

Risk management, insurance and claims.

Project management, negotiation, relationship building/partnering, conflict management/mediation.

State and federal laws as they apply to District contracting and purchasing, records management /public disclosure and real estate.

Supply chain strategies and implementation, inventory management, investment recovery, warehousing, total cost analysis.

Computer applications including word processing, spreadsheets and data bases.

Customer service techniques and practices.

Applicable Federal, State, Local and District regulations.

Municipal bond strategies, placement, and compliance

Ability to:

Communicate and work effectively with all levels of the organization, governmental agencies, vendors and the public.
Supervise, coach and assist staff in development of management/leadership skills.
Manage confidential information.
Plan, develop and manage complex programs and projects.
Perform analytical work such as interpreting specifications, contracts, and applicable laws and regulations.
Learn, interpret and apply District policies, procedures and directives.
Build and manage effective teams and facilitate alignment with District goals and objectives.
Collaborate and partner with suppliers and other utilities.
Use independent and discretionary judgment.
Effectively coordinate a variety of activities.

Preferred Skills and Abilities:

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

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

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%)

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

Occasional (11-33%)

Organization

Frequency

Plan own work activities

Constant (67-100%)

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

Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
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Read and carry out simple instructions	Frequent (34-66%)
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Read and carry out complicated instructions	Frequent (34-66%)
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Retain relevant job information	Frequent (34-66%)
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Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
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Exposure to Heights	Never
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Exposure to Electricity	Never
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Exposure to Toxic or Caustic Chemicals	Never
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Working with Explosives	Never
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Exposure to Radiant Energy	Never
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Extreme Cold	Never
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Extreme Hot	Never
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Proximity to Moving Mechanical Parts	Never
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Noise Intensity	Never
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Exposure to animals	Never
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Working with angry customers	Seldom (1-10%)
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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.