



# Treasury Analyst I

<b>Job Code</b>	20000331	<b>Job Family</b>	Financial Management & Controls	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Financing & Risk Management	<b>Reports to</b>	Sr Mgr Trsr Risk Mgmt & Supply	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2053	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	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 the Assistant Treasurer in support of the Senior Manager of Financing and Risk Management to support the professional management of the District's financing and investment activities. Financing and investment activities include but are not limited to: cashflow management and forecasting; short and long-term investing of the District's reserve portfolio; financial hedging; debt structure development, issuance, and management; design, implementation and operation of related compliance requirements to ensure District financing and investment programs are meeting current and future obligations. Support the financial and management reporting of financing and investment programs. Provide support and analysis for financial operations, budgets, income, expenses, and related movement of cash to determine if funds are being utilized and accounted for properly. Support collaborative relationships with the District's internal and external financing and investment partners. Support the periodic update of financing and investment 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

Cashflow Management:

Increase the public's confidence in the quality of the District's financial management by: supporting the collaboration between various departments to ensure that all cashflow and banking activity is properly utilized, accounted for, reconciled, and recorded in the general ledger; supporting the daily monitoring, analysis, forecasting, optimization, and documentation of cash receipts, disbursements, and overall liquidity; providing for the support and training of cashflow related functions throughout the District; supporting District-wide business process improvements that provide for the identification, design and implementation of cashflow processes; and similar responsibilities.

### Accountability #2

Investment Portfolio Management:

Increase the public's confidence in the quality of the District's financial management by: supporting the development of an overall portfolio investment strategy in compliance with State and Federal laws and regulations, District investment policies, Board adopted resolutions, as well as current and long-term liquidity requirements; supporting the analysis, selection, and execution of investment opportunities in order to form the most suitable investment blend that will meet District financial objectives and risk tolerance, maximize portfolio efficiency and earnings, while preserving principal; supporting the design and accountability to individual and overall portfolio benchmarks when executing the District's investment strategy; and similar responsibilities.

**Accountability #3**

## Debt Issuance and Management:

Increase the public's confidence in the quality of the District's financial management by: Supporting the analysis of the District's current and long-term capital improvement plans to effectively design, execute, and manage related financing strategies; supporting the collaboration between internal and external debt instrument participants to effect professional, accurate, and legally binding debt financing documents; providing support and analysis of District on-going asset usage financed by debt instruments to ensure compliance with applicable laws and regulations; supporting the examination and analysis of internal and external activities to ensure post debt issuance secondary disclosure is properly communicated to District debt holders and other regulatory bodies as necessary; assisting activities that ensure compliance with complex tax code related to the District's tax exempt status, investment earnings, and arbitrage; and similar responsibilities.

**Accountability #4**

## Compliance:

Achieve 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 through: consistent support and application of knowledge regarding how the District's financing and investment activities are impacted by law, regulation or District specific policy such as IRS, RCW, WAC's, GASB and other authoritative bodies; supporting the research and analysis to assist in the resolution of multifaceted financing and investment inquiries, improvements to internal policies and procedures, and recommendations to demonstrate compliance with internal and external policies; supporting the design, development, and maintenance of financing and investment documentation sufficient to comply with audits requiring financing and investment support; and similar responsibilities.

**Accountability #5**

## 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: supporting the consistent application of internal controls over the District's financing and investment activities sufficient to mitigate risks to the completeness, accuracy, and timeliness of internal and external reporting; supporting the research, development and analysis of ad hoc managerial reporting to aid leadership decision making; supporting 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 #6**

## Relationship Management:

Support the delivery of exceptional value to our customers, stakeholders, and external financial service providers through effective cross-functional partnerships and collaboration by: supporting the District's ability to continuously improve business processes that impact the provision of a systematic and disciplined approach to financing and investment activities; supporting a culture of caring, mutual

respect, and trust that develops positive working relationships at the District's division, department, work group, employee, and external service provider levels; responding to and providing guidance on internal and external correspondence as a member of the financing and investment team; supporting processes to ensure financing and investment requirements are positively represented; participating in ad hoc committees; supporting the development of goals and objectives; promoting the District's core values; and similar responsibilities.

**Accountability #7**

Business Applications/Data Management:

Increasing the public's confidence in the quality of the District's financing and investment management by supporting integrity over the District's financing and investment related business applications and data by: supporting the continuous assessment of risks related to complex reporting and treasury recordation requirements; supporting the consistent application of systematic business processes; supporting data warehouses and tables; designing and providing training for complex data analytics to support the flow of financing and investment data between District systems, workgroups, data processing vendors, third party administrators and regulating agencies is timely, accurate and complete; and similar responsibilities.

**Accountability #8**

Leadership and Governance:

Work cooperatively with the Assistant Treasurer in support of the Senior Manager of Financing and Risk Management to support the District's dedication to its mission, safety, a supportive work environment, and community leadership by: supporting the application of its financing and investment related business processes in parallel with District strategic priorities; supporting the quality control review and oversight over financing and investment deliverables in a manner that provides positive development and career growth; supporting the research, guidance and training provided to the financing and investment team to support a commitment to employees and the community; and similar responsibilities.

**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, Economics, Business, or related field;

OR

Four (4) years of progressive experience in Treasury or other similar position.

**Preferred Education and Experience:**

### 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:**

Utilize strong analytical skills and judgment to provide support for efficient and effective solutions.

Be a self-starter; prioritize, coordinate, and manage multiple complex tasks and assignments simultaneously.

Perform and support research, analyze multifaceted data problems and support the provision of recommendations for leadership decision making.

Respond to requests for information and produce reliable and accurate information.

Support 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.

Microsoft Excel and software applications experience at a beginner to intermediate level.

Support standards and keep accurate documentation.

Work with confidential information.

Use independent and discretionary judgment.

Support logic-based decision making, be organized, and attend to details.

Adapt to constantly changing functional and District-wide priorities supporting in a fast-paced 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 support new procedures.

Write formal reports and deliver presentations.

Develop automated processes including multifaceted spreadsheets, queries, and reports.

***Preferred Skills and Abilities:***

Technical accounting theory, practices, and principles, including generally accepted accounting principles and Generally Accepted Auditing Standards.

Knowledge of Federal Energy Regulatory Commission (FERC).

Knowledge of National Association of Regulatory Utilities Commission (NARUC) uniform system of accounts.

Banking regulations and practices and state and federal laws governing the investment of governmental agency funds.

Knowledge or experience working with laws and compliance aspects of tax-exempt entities.

Knowledge of or experience with SAP enterprise resource planning systems.

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.

## Competencies

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

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

Physical Demands List	Frequency
Sit	Constant (67-100%)
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	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	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	Never
Use close vision	Seldom (1-10%)
Use distance vision	Seldom (1-10%)
Use color vision	Never
Use peripheral depth perception	Seldom (1-10%)
Speak	Occasional (11-33%)
Hear	Occasional (11-33%)

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

## Mental Demands

### Communication

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	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)

### Comprehension

Read and carry out simple instructions	Occasional (11-33%)
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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	Frequent (34-66%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)
<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.