

Lead Treasury Analyst



Job Code	20001120	Job Family	LEADER	Leader	Yes
Department	Treasury & Fin Risk Management	Reports to	Mgr Treasury & Fin Risk Mgmt	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2058		
Last Updated	9/1/2025				

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

The Lead Treasury Analyst works cooperatively with and in support of the Manager of Treasury and Financial Risk Management as a lead, mentor, and coach of the District's financing, investment, energy middle office, and financial risk management programs, with the flexibility to work outside their typical assigned area as needed or requested. Serves as a subject matter expert of the programs and provides training, oversight, and feedback to Treasury Analysts as it relates to program deliverables. Leads the design, implementation, and operation of related compliance requirements for these programs to ensure the District is meeting current and future obligations. Leads the financial and management reporting of these programs. Provides oversight and leadership over program operations, budgets, income, and expenses, to determine that funds are being utilized and accounted for properly. Leads collaborative relationships with the District's internal and external financing, investment, energy middle office, and risk partners. Leads the periodic update of program policies and procedures. Supports 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:

Lead the District's dedication to safety, career growth, a supportive work environment, and community leadership by: providing leadership and oversight over the application of its financing and investment, energy middle office, and financial risk management related business processes in parallel with District strategic priorities; identifying, evaluating and recommending resource options that reflect appropriate prioritization and tradeoffs between cost and quality results; leading the quality control and oversight over program deliverables in a manner that provides positive development and career growth; leading 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: leading the District's ability to continuously improve business processes that impact the provision of a systematic and disciplined approach to financing and investment, energy middle office, and financial risk management 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; leading 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 Treasury and Financial Risk Management team; leading processes to ensure program requirements are professionally represented; leading ad hoc committees; 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

Cashflow Management:

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

Accountability #4

Investment Portfolio Management:

Increase the public's confidence in the quality of the District's investment program management by: leading the collaboration between internal and external investment partners to ensure liquidity optimization, balanced investment portfolio strategies, and professional project financing strategy and execution; leading 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; leading 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; ensuring the design and accountability to individual and overall portfolio benchmarks when executing the District's investment strategy; providing leadership and training to investment program related functions throughout the District; ensuring the identification, design, and implementation of business process improvements District-wide; and similar responsibilities.

Accountability #5

Financing Program Management:

Increase the public's confidence in the quality of the District's financial management by: leading the analysis of the District's current and long-term capital improvement plans to effectively design, execute, and manage related financing strategies; leading the collaboration between internal and external debt instrument participants to effect professional, accurate, and legally binding debt financing documents; providing leadership and analysis of District on-going asset usage financed by debt instruments to ensure compliance with applicable laws and regulations; performing 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; performing activities that ensure compliance with complex tax code related to the District's tax

exempt status, investment earnings, and arbitrage; providing leadership and training to financing program related functions throughout the District; and similar responsibilities.

Accountability #6

Energy Middle Office Program Management:

Increase the public's confidence in the quality of the District's energy middle office program management by: leading the strategic collaboration, negotiation, and dispute resolution between internal and external energy middle office partners; leading the performance of key control functions necessary to ensure the accounting, audit, and compliance activities for the District's power supply and trading activities; providing leadership and training to energy middle office program related functions throughout the District; leading the identification, design and implementation of business process improvements District-wide; and similar responsibilities.

Accountability #7

Financial Risk Management Program:

Achieve the highest level of stakeholder trust in how the District manages financial risk by: providing leadership over the design and execution of credit analysis, assignment, and monitoring to mitigate the risk of default and District exposure to loss; leading the determination, collection, and management of collateral and other performance security instruments; leading the risk assessment of the District's financial operations and compliance processes and systems; overseeing the identification, evaluation, and documentation of internal and external financial risks; leading the development and implementation of analytical tools to assess wholistic financial health under diverse scenarios and stress environments considering credit assumptions and various financing and investment strategies; leading the provision of industry standard recommendations and enhancements to promote effective business process design and implementation; performing periodic analysis to ensure financial risk mitigating practices at the District are effective; and similar responsibilities.

Accountability #8

Compliance and Reporting:

Achieve the highest level of stakeholder trust in how the District manages compliance, reporting, and transparency by overseeing the District's accountability to rate payers, financial investors, and Federal, State and Local agencies through: consistent leadership and application of knowledge regarding how the District's financing and investment, energy middle office, and financial risk management 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; leading the consistent application of internal controls over the District's financing and investment, energy middle office, and financial risk management activities sufficient to mitigate risks to the completeness, accuracy, and timeliness of internal and external compliance and reporting; leading 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; leading the professional design, development, and maintenance of program documentation sufficient to comply with audits requiring

financing and investment, energy middle office, and financial risk management support; leading the research, development and analysis of ad hoc managerial reporting to aid decision making; leading 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 #9

Business Applications/Data Management:

Increasing the public's confidence in the quality of the District's financing and investment, energy middle office, and financial risk management programs by ensuring integrity over related business applications and data by: leading the continuous assessment of risks related to complex reporting and recordation requirements; overseeing the consistent application of systematic business processes; overseeing 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 #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 Accounting, Finance, Economics, Business, or related field; AND
Six (6) years of progressive experience in an Accounting, Treasury, or Finance related role.

OR

Ten (10) years of progressive experience in an Accounting, Treasury, or Finance related role.

Preferred Education and Experience:

Master's Degree in Accounting, Finance, Economics, or related field.
Knowledge of Federal Energy Regulatory Commission ("FERC") accounting principles and practices

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 ensure research, analyze complex data problems, and ensure 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.

Lead logic-based decision making, be organized, and detail oriented.

Adapt to constantly changing functional and District-wide priorities leading 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 lead 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 Manager level.

Adaptability

Aligning Performance for Success
 Building Customer Relationships
 Building Talent
 Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

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

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

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

Read and interpret data	Constant (67-100%)
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Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
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Use intermediate and/or advanced math	Frequent (34-66%)
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Organization	Frequency
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Plan own work activities	
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Plan work activities of others	
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Direct work activities of others	
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Resilience	Frequency
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Work under pressure	Constant (67-100%)
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Work for long periods of time	Constant (67-100%)
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Work on several tasks at the same time	Constant (67-100%)
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Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
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Exposure to weather	Seldom (1-10%)
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Wet and/or humidity	Seldom (1-10%)
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Atmospheric conditions	Seldom (1-10%)
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Confined/restricted working environment	Seldom (1-10%)
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Vibratory Tasks – High	Never
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Vibratory Tasks – Low	Never
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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	Seldom (1-10%)
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Exposure to Electricity	Seldom (1-10%)
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Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
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Working with Explosives	Never
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Exposure to Radiant Energy	Never
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Extreme Cold	Seldom (1-10%)
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Extreme Hot	Seldom (1-10%)
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Proximity to Moving Mechanical Parts	Seldom (1-10%)
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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.