



Pend Oreille County Public Utility District

An Equal Opportunity Employer

Finance Manager

Department/Location:	Finance/Newport	FLSA Status:	Exempt
Reports To:	Director of Audit, Finance, & Power Supply	Grade:	12
Supervises:	Accounts Payable Analyst	Revision Date:	01/20/2020

Job Description

Responsible for the District's financial statements and supporting ledgers. Performs financial analysis and communicates resulting information to District staff. Oversees the accounting operations for the District.

Essential Functions:

- Serve as the Deputy Auditor for the District.
- Plan, direct, and coordinate all accounting operational functions.
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results.
- Prepare and publish timely monthly financial statements
- Maintain internal controls to safeguard District assets and develop cost-effective accounting systems.
- Develop and administer procedures and controls associated with the disbursement of District funds, including materials management, purchasing, payroll, general ledgers and accounting of all District funds.
- Maintain external financial contacts and good working relationships with the District's commercial and investment bankers, bond counsel, bond-rating agencies, insurance brokers, peers in the PUD financial community and other similar contacts.
- Oversee work with the State and other external auditors to assure efficient use of their time and the proper structuring and implementation of their recommendations.
- Ensure statutory RCW compliance in areas such as contracting and bid requirements, purchasing procedures, processing of vendor payments and public meetings.
- Provide additional financial information or analysis that may be needed to assist management staff in making sound business decisions.
- Perform general management and supervisory duties including directing activities of personnel, providing guidance, resolving conflicts/grievances, conducting performance evaluations, etc.
- Participate in community and industry activities.

Other Duties:

- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.



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Education, Experience & Training Required

- Bachelor's Degree in Business Administration, Accounting or Finance required.
- 5 year's progressive experience in finance, accounting and/or auditing. Management experience and electric utility experience are desired, public accounting auditor experience is highly desired.
- Certified Public Accountant (CPA) is preferred
- Interpersonal skills including clear and concise communication both in writing and verbally
- Ability to use independent and discretionary judgment; manage confidential information.

Knowledge/Skills Requirements:

- Thorough knowledge of finance and accounting principles and practices; budgeting and forecasting; cash management and financial techniques; Local, State and Federal laws and regulations impacting areas of responsibility.
- Demonstrated ability to direct/oversee departmental functions; prepare and monitor complex budgets and financial models using applicable software tools; implement and oversee treasury and cash management functions; communicate and work effectively with co-workers, external consultants/contacts and the public; use independent and discretionary judgment.
- Ability to ensure implementation of sound fiscal policy and practices.
- Demonstrated ability to work well with others.

Other requirements if box is checked

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement

Physical Requirements

- Most working time is sedentary in nature, or standing/walking primarily in a controlled office environment. Occasional trips to other District work sites and other locations for project work, meetings, training, etc.
- Frequently handle material of moderate weight, up to 10 pounds.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Typically requires use of one of more senses of medium intensity and long duration.
- Under regular pressure to meet deadlines, deal with issues related to people or situations.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.



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Approvals:

Employee

Date

Manager

Date

General Manager

Date

Human Resources

Date

Public Utility District No. 1 of Pend Oreille County is a publicly owned municipal corporation organized under the laws of the State of Washington. The primary purpose of the PUD is the efficient generation, transmission and distribution of electrical energy. The PUD serves the residents of Pend Oreille County and operates on revenues from the sales of its utility services. Employment at Pend Oreille County Public Utility District is at-will. This job description is not a contract of employment. Signing of this document is an acknowledgement of responsibilities assigned to this position.