

**PUBLIC UTILITY DISTRICT NO. 1 OF LEWIS COUNTY  
JOB DESCRIPTION**

**JOB TITLE:** Auditor / Compliance Officer                      **REPORTS TO:** Board of Commissioners & Manager

**LOCATION:** Chehalis    **FLSA STATUS:** Exempt

**POSITION SUMMARY:**

The Auditor / Compliance Officer works under the direction of the Board of Commissioners for duties relating to the Auditor functions and to the Manager for other administrative functions. Appraise activities within the District for the review of operations on behalf of the Commissioners and the Manager. The Auditor serves as managerial control, which functions by measuring and evaluating the effectiveness of contracts, policies, plans, and procedures. Other administrative functions include all facets of review and coordination of cost of service studies, retail and wholesale rate structures, and public utility regulatory policies. The Auditor / Compliance Officer works closely with the Treasurer/Controller.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Auditor

- The Auditor shall audit all operations of the District for compliance with State and Federal laws.
- Prepare Annual Financial Reports, State Annual Reports and coordinate required audits.
- Disclose Annual Financial and Statistical Reports required by debt covenants and state law.
- Review and evaluate the internal policies, plans, and procedures in accordance with applicable laws and District resolutions.
- Authenticate and certify all claims, and issue warrants. The Auditor shall represent that all expenditures so approved are in accordance with the District's policies, resolutions, and applicable laws.
- Review vendor contracts for content and compliance with State law and District policies regarding public works contracts and prevailing wage requirements.
- Review transactions, contracts and procedures of the Risk Management Committee and Power Management Contractor and monitor for compliance with policies, procedures and limits set by the Risk Management Guidelines and report to the Board of Commissioners
- Serve as FEMA Administrator.

Other Administrative - In coordination with Treasurer

- Audit, approve and certify payroll
- Oversee year-end W2 process as required by federal law.
- Oversee year-end 1099 process for vendors as required by federal law.
- Assist in all other areas of accounting to include analytical analysis in support of reporting the District's operations.

**OTHER DUTIES:**

- Perform various other duties as assigned by the Manager and the Commission

**SCOPE OF RESPONSIBILITY:**

- This position has no supervisory responsibility.

**QUALIFICATIONS:**

Experience/Education:

- Applicant must possess a four-year degree in accounting, finance, or business administration.
- Minimum five years work experience with previous administrative responsibilities is required.
- Preference will be given to individuals with a CPA and/or an MBA.

Licenses/Certifications:

- Valid Washington State Driver's License

Other Knowledge, Skills, and Abilities:

- Analytical ability to perform the duties of an Auditor of Compliance
- A thorough knowledge of the following accounting systems, principles, and practices is required: auditing techniques and principles, applicable local, state, and federal laws, and GAAP, GASB, and FASB applications. Knowledge of FERC Code of Federal Regulations is highly desirable.
- Ability to understand, follow and communicate accurately, clearly and with concise, written and verbal information and instructions.
- Ability to answer questions and communicate effectively, both orally and in writing.
- Demonstrated ability to establish and maintain cooperative and effective working relationships with others, including the ability to work with persons who exhibit many types of personalities and behaviors.
- Leadership ability to enable and empower employees to accomplish the District's goals and objectives through individual and team performance.
- Working knowledge of personal computers and information systems applications.
- Must be a self starter with the ability to work effectively with minimal supervision.
- Ability to successfully and diplomatically interact with all levels of people in the organization, other agencies and customers.

**EQUIPMENT USED:**

- All equipment consistent with an office environment (i.e. computer, telephone, fax, 10 key calculators, etc.)

**MENTAL/PHYSICAL DEMANDS/WORKING CONDITIONS:**

Mental Effort:

- Must be able to maintain concentration to accurately complete projects and assignments in spite of frequent interruptions.

Physical Requirements:

- Required to speak clearly and hear well when communicating over the telephone and in person.
- Frequently required to walk, climb stairs, bend, reach, and sit for extended periods of time.
- Occasionally required to lift and carry up to 40 pounds.

Working Conditions:

- Work is performed in an indoor office environment with the occasional operation of District vehicles.
- Requires attendance from time to time at local public and other meetings away from the office.

*This job description does not constitute a written or implied contract of employment. Lewis County PUD reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills and abilities and are in no way all inclusive.*