

**HAWAIIAN ELECTRIC COMPANY
POSITION DESCRIPTION**

Position Title:	SVP, Chief Financial Officer & Treasurer		
Reports to:	President & CEO		
Job Code:	SVP41	FLSA:	E
Date:	January 2023	GRADE:	E06

Primary Role/Function

Oversees all aspects of Hawaiian Electric’s corporate and regulatory accounting, financial reporting, budgeting and financial analysis, financial services, including risk management, treasury, and cash management. Responsible for the formulation, development, and implementation of the fiscal strategies to support the business needs. Maintains relationships with debt (rating agencies) and equity analysts. Develops financial and related regulatory strategies for the company. Serves as the company’s treasurer, managing both short- and long-term operating, financing and investing needs. Also serves as the company’s Chief Risk Officer responsible for identifying and assessing the likelihood and significance of the company’s risks, including identifying emerging risks and related strategies/plans to mitigate risks.

Job Responsibilities

- * 50% Responsible for designing and implementing policies and programs to enhance the establishment and maintenance of fiscal controls, preparation, and interpretation of financial reports, and safeguarding of the Company’s assets. Translates the strategic and tactical business plans into short- and long-range financial strategic and operational plans and evaluates their effectiveness. Manages the budget and other financial metrics. Responsible for financial reporting in compliance with SEC requirements and provides quality and timely financial information to support business decisions. Ensures the effectiveness of internal controls over financial reporting and compliance with the requirements of the Sarbanes-Oxley Act of 2002; ensures adequate disclosures, including appropriate ESG disclosures to comply with SEC rules. Responsible for reporting financial results, forecasts, and emerging/developing issues to the Board of Directors. Leads the company’s enterprise risk management program to ensure risks are identified, assessed, prioritized, managed and reported to provide reasonable assurance to the Board of Directors, HEI and the President & CEO regarding achievement of company objectives. Responsible for the company’s insurance programs to cover director/officer liability, property, general liability, and cybersecurity risks.
- * 10% Responsible for optimizing the growth and profitability of the organization. Participates in the development of the Company’s plans and programs as a strategic partner. Works closely with the President & CEO to develop the corporate budget consistent with the goals and objectives consistent with the strategic plan established with support from the Board of Directors.
- * 10% Manages relationships with appropriate government agencies, investment bankers, rating agencies, equity analysts and customers. Ensures that all corporate activities and operations within the functional area are carried out in compliance with state and federal laws and regulations. Serves as rate case witness for the cost of capital and other financial areas of the company, develops strategies and provides guidance on various dockets before the PUC, and represents the company in technical working group meetings before the PUC.
- * 10% Represents the company at various community activities. Is actively involved with community and professional organizations and associations and maintains relationships with other businesses active in the company's areas of operation and, together with other officers, promotes the public relations and business development of the company. Serves as a member on such committees or boards as appropriate.

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| * 10% | Develops, implements, and enforces fiscal policies and procedures that will improve the overall operation and effectiveness of the corporation. |
| * 5% | Manages and administers personnel matters including performance appraisals, setting of individual performance goals, discipline, hiring, training, coaching and development of direct reports. |
| * 5% | Fulfills other duties as assigned or which are usual and common to the position of a company officer. |

*** Denotes a "Fundamental Responsibility"**

This position description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employee will be required to follow any other job-related duties/functions assigned by the supervisor

SVP, Chief Financial Officer

Minimum Qualifications

Knowledge Requirements

- College degree in accounting, finance, business administration or equivalent experience.
- Extensive knowledge of company operations, utility industry operations, and the communities the Company serves.
- Technical understanding of issues facing the company and industry.
- Working knowledge of federal, state, economic, business and political climates.
- Technical knowledge of budgeting and forecasting process (including annual Operating Forecast, Capital Budget, etc.)
- Technical knowledge of communications technology, including working knowledge of personal computers and/or mainframe systems and related software applications such as: spreadsheets, word-processing, and presentations.

SVP, Chief Financial Officer

Skills Requirements

- Excellent leadership skills and the ability to work with a variety of individuals at all levels in and out of the organization. Ability to provide vision.
- Excellent written, oral, listening, facilitation and platform communication skills.
- Excellent interpersonal skills and the ability to influence and persuade various groups or individuals.
- Ability to handle difficult, confrontational, and/or sensitive issues with professionalism while using tact, courtesy, and discretion.
- Advanced negotiation and presentation skills.
- Able to “think on one’s feet” and respond to government, regulatory and customer inquiries in clear, credible, and concise terms.
- Ability to build teams, think critically and manage, motivate and lead employees.
- Demonstrated ability to initiate and manage change.
- Analytical and conceptual skills to assess issues, to recommend and implement proper actions.
- Demonstrated ability to assess, adapt, and effectively react to rapidly changing priorities.

Experience Requirements

- Extensive (7+) years of progressive management experience in accounting, finance or related area.

Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform the position successfully, the incumbent will need to demonstrate the use of these knowledge, skills, and abilities at an "Effective" level.

Positions Supervised

VP ITS & CIO
Controller
Treasurer
Director, Finance & Business Planning, Operations
Director, Finance & Business Planning, Customer Service
Director, Budgets & Financial Analysis
Executive Secretary

SVP, Chief Financial Officer

Physical Requirements

Only items that are necessary to perform the "fundamental" responsibilities of the position are indicated.

"F" for Frequently: Daily, several times a week, weekly
 "O" for Occasionally: Monthly, Couple times a year

<input type="checkbox"/> F	Standing	<input type="checkbox"/> O	Lifting/Carrying below 25 lbs.
<input type="checkbox"/> F	Walking	<input type="checkbox"/>	26 to 50 lbs.
<input type="checkbox"/> F	Sitting	<input type="checkbox"/>	above 50 lbs.
<input type="checkbox"/> F	Climbing Ascending or descending ladders, stairs, or other objects.	<input type="checkbox"/>	Vision acuity the ability to see clearly 20 feet or more
<input type="checkbox"/>	Balancing on narrow, slippery, or erratically moving surfaces.	<input type="checkbox"/>	Color vision the ability to identify and distinguish different colors.
<input type="checkbox"/> O	Stooping, kneeling, crouching, crawling, and/or squatting	<input type="checkbox"/>	Night vision the ability to perform work at night with the use of portable lighting.
<input type="checkbox"/> F	Handling Working with hands, arms or fingers.	<input type="checkbox"/> F	Talking
<input type="checkbox"/> O	Feeling Perceiving attributes such as size, shape, temperature or texture.	<input type="checkbox"/> F	Hearing
<input type="checkbox"/> F	Ability to follow written/oral instructions	<input type="checkbox"/>	Ability to perform simple, repetitive tasks for an extended period of time
		<input type="checkbox"/> F	Ability to perform complex and varied tasks for an extended period

Environmental Conditions

The employee will be exposed to the following environmental conditions in performing the "fundamental" responsibilities of the position.

<input type="checkbox"/>	Extreme cold temperatures for an hour or more	<input type="checkbox"/>	Working Outdoors may be during prevailing weather/climate conditions
<input type="checkbox"/> O	Extreme Heat warm/hot temperatures for an hour or more	<input type="checkbox"/>	Hazardous Conditions potentially life-threatening situations
<input type="checkbox"/>	Wetness	<input type="checkbox"/>	Work above 5 feet
<input type="checkbox"/> O	Use of personal protective equipment (hard hats, respirator, leather gloves, rubber glove, safety shoes, nomex clothing)	<input type="checkbox"/>	Work above 70 feet
<input type="checkbox"/>	Work in emergency/potentially "high stress" situations	<input type="checkbox"/>	Work on mountain trails/cliff sides
<input type="checkbox"/> O	Noise At least 80 decibels		

Job responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities.

Some job requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other individuals.