

TITLE: **Director of Finance & Administration**

OFFICIAL APPOINTMENT: Treasurer

DEPARTMENT: Administrative / General

REPORTS TO: Port Executive Director / Board of Commissioners

SUPERVISES: Administrative / General Staff as directed

DEFINITION:

The Director of Finance & Administration is the principal financial officer for the Port. The Director of Finance is responsible for planning, organizing and directing the Port Authority's finance, treasury, accounting, audit, payroll and benefits, data processing, accounting software programs, and other related functions. The position also is responsible for preparation of the Port District's Annual Financial Report, collaborative preparation of budgets, and managing internal audits. The Director of Finance, as a member of the Port District's management team, contributes to setting and achieving the Port Authority's strategic plans and goals.

Plans, organizes and certifies the Ports financial information as outlined in Washington RCWs. Responsible for: accuracy of all the Port Financial information; produce annual reports, budgets and monthly meeting information; assure accounting activity is done within General Acceptable Accounting Procedures (GAAP); supervises accounts payable, accounts receivable and payroll; maintain cash and investment accounts; issue payable and payroll warrants; maintain complete and current billing records on users; assure completeness and integrity of all personnel files and provide new employees with proper benefit enrollment forms; maintain record retention and depreciation schedules; prepare quarterly reports to State and Federal agencies; general professional office duties; supervise and train office personnel as directed.

CONTROLS OVER WORK:

The work will be performed under the direct supervision of the Port Executive Director. A performance appraisal will be given annually or as deemed necessary by the Port Executive Director.

ILLUSTRATIVE EXAMPLES / SPECIFIC DUTIES OF WORK:

1. Administrative and Accounting
 - a. Responsible for Port District's financial and accounting functions, including general ledger, accounts receivable, accounts payable, payroll, construction contract compliance, fixed assets, depreciation, collections, investments and all other accounting and related administrative functions.
 - b. Provides financial management services, including financial analysis, planning, cash management, investments and assistance with bond issues and is

responsible for liaison with bankers, county and state investment officers, and investment services.

- c. Serves as the Port District's auditor and is the main liaison with various outside auditors, including the Washington State Auditor's Office in their examination of Port accounting practices, financial statements and reports, and all other audit related issues.
- d. Develops plans to guide the Port's auditing, finance, investment and related administrative programs in a manner that is consistent with the Port's strategic plans and goals.
- e. Develops annual and periodic budgets and budget reports for the Port District in collaboration with the Executive Director, department heads and Port District Board of Commissioners, including the preparation of operating and capital budgets, monthly budget comparison reports and conducts analysis of budget information and funding.
- f. Prepares the Port's Annual Report according to the Budgeting, Accounting & Reporting System (BARS) manual and Generally Accepted Accounting Principles (GAAP). Analyzes operating results and counsels the Executive Director and department heads; prepares special reports and analysis as required to make specific recommendations for management consideration and/or action.
- g. Assists with accounting software and related programs in consultation with Port District's staff. This includes evaluation, acquisition, upgrades, training and maintenance of the accounting program. Helps coordinate outsourced IT support services. Works with outside vendors and consultants in planning and managing the Port District's accounting system.
- h. Directs and administers the Port's payroll and benefit program. Administers salaries, employee policies and benefits, and recommends changes in practices or policies to the Executive Director. The Human Resource function includes: Worker Compensation administration, Unemployment Insurance claim administration and record keeping.
- i. Attends and participates in regular and special meetings of the Port District Board of Commissioners. Reports on developments regarding audit, finance, investment and related administrative matters.
- j. Organizes and implements efficiencies and improved methods to reduce costs and increase revenues.

- k. Keeps informed of federal and state legislation, affecting financial, accounting, audit regulations and personnel matters.
- l. Prepares federal, state and local reports and tax returns.
- m. Serves as the Port District Treasurer and adheres to the Port District's investment policies adopted by the Port District Board of Commissioners.
- n. Maintains adequate internal control safeguards to meet state auditor's requirements.
- o. Monitors and maintains the Port District's record retention system.
- p. Assure all personnel files are complete and up to date and review with new employees the benefit and enrollment forms.
- q. Performs other duties, responsibilities and special projects as may be required.

2. Working Conditions:

- a. Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may be required to travel to meetings in or out of town, and may be required to attend Port meetings.
- b. Physically perform the essential functions of the job.
- c. Able to use and operate office equipment attendant to expected duties.

DESIRED QUALIFICATION:

- * Minimum of 5 years accounting and professional experience, including at least two years supervisory experience is recommended. Experience in financial management is desirable. Experience with public sector accounting practices and procedures are desirable.
- * An undergraduate degree, with a major in accounting, business, finance or related skills is required.
- * Equivalent experience and training that provides the desired skills, knowledge and abilities may, under special circumstances, be substituted for this requirement. A CPA is desired, but not required.

- * Thorough knowledge of accounting/finance management and computer systems and applications is required. The Port currently operates under a Microsoft network environment, utilizing SAGE accounting software.
- * Experience maintaining and coordinating payroll and benefit programs, administration of Workers Compensation and Unemployment Compensation claims, and related record keeping is highly desirable.
- * Valid Washington State vehicle operator's license
- * Ability to be bonded and insured.

Ability to:

- * Demonstrated ability to work independently with little supervision to achieve results based on general guidelines or goals established in conjunction with others, including ability to organize work and perform multiple tasks in a rapidly changing work environment. Both long-range fiscal planning and day-to-day accounting skills are required as is the ability to work in both arenas simultaneously and often at a fast pace.
- * Excellent written and verbal communication skills are required. The ability to work with a variety of Port District's staff, Board of Directors, Port District's tenants, the public, and consultants.
- * The ability to investigate and analyze facts or circumstances surrounding accounting irregularities and transactions in order to recommend appropriate corrective action is required.
- * A high degree of confidentiality is required. Must be decisive and able to make good judgments and take initiative to solve problems.

WAGE AND BENEFIT PACKAGE:

Salary Range: \$70,000 - \$95,000 annually

Full time

Status: Exempt