

PORT OF GRAYS HARBOR

JOB DESCRIPTION

JOB TITLE: Director of Finance and Administration

SUMMARY: Under the leadership of the Executive Director, the Director of Finance and Administration is responsible for the Port's accounting and financial functions, including: budgets and forecasts; financial planning and policies; general accounting, grant and project accounting; financial statements, reports and tax returns; cash and debt management; and audits. The position supervises the Accounting Manager and other Finance Department staff, and is also responsible for human resource, records and risk management. As a member of the Port's Senior Management Team, the position actively participates in planning, advising and supporting the Port's mission, business objectives and development initiatives. As Port Auditor, the position has a dual function reporting to the Port Commissioners.

ESSENTIAL FUNCTIONS:

This job description reflects general details necessary to describe the job's essential functions and the level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Duties and responsibilities are also subject to change by the employer as the needs of the Port and requirements of the job change.

1. Plans, implements and oversees the Port's accounting systems, controls and operations to ensure the integrity, transparency, accuracy and timeliness of transactions and safety of assets. Systems must support compliance with State and National Government Accounting Standards (GAAP & GASB). Works with managers of Port's diverse lines of business to include operational objectives in system designs, as well as Port financial requirements. Reviews and authorizes accounting transactions.
2. Organizes and manages the Port's annual budget process ensuring compliance with local and state laws, and that short-term and long-term business objectives are supported. Compiles budget documents, including operating, capital and debt service, to present to the Executive Director and ultimately the Port Commission for adoption. Implements and administers budget after adoption.
3. Develops and recommends financial planning strategies to achieve Port's short-term and long-term strategic goals and objectives, including financial policies, funding strategies, and long-term financial plans. Monitors and assesses the impact of economic and legislative changes on the Port's financial plans. Contributes to grant funding initiatives and guides grant administration. Monitors and manages the Port's capacity to issue debt, credit market relationships, bond ratings, and debt issuance processes.
4. Directs the preparation and distribution of monthly management reports and financial performance metrics for the Port's lines of business. Analyzes and interprets cash flow, revenue and expense trends, and assists management team with financial review. Updates Port's financial forecasts periodically reflecting the dynamic nature of the

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- competitive Port business environment and to support strong financial management. Presents financial results and forecasts to the Port Commission.
5. Coordinates preparation of the Port's Annual Financial Statements, leads audit processes, and acts as primary management liaison for external audits of the Port. Monitors and applies State and National Government Accounting Standards, laws and regulations, to financial statements, accounting processes, operations and records management. Informs and assists management team with changing financial regulations and audit standards. Plans and directs internal audit activities.
 6. Manages Port's property and casualty risk management programs. Reviews and renews Port insurance policies in consultation with the Executive Director. Assists staff with incident and accident reports, reports claims to insurance broker and carriers, and coordinates claim investigation, settlement and closure activities.
 7. Plans and coordinates human resource functions in consultation with the Port's senior management team, including recruitment, enrollment, compensation, benefits, labor relations, employee injury claims, and staff development initiatives. Monitors and directs compliance with State and Federal labor laws, recommends policies, and maintains personnel records. Works with management team to negotiate and administer bargaining agreements, review performance matters, and investigate and decide disciplinary matters.
 8. Supervises, guides and develops Finance Department staff instilling an environment of transparency, accountability, efficiency, improvement, achievement, growth and innovation. Ensures team delivers the highest standard of customer service, and that all activities are performed in compliance with Port policies and procedures, as well as local, state and federal regulations governing Port operations.
 9. Plans and implements efficient, reliable data management systems and technology to support the department's activities, including accounting, budgeting, grant and project accounting, fixed asset management, cash management, financial reporting and metrics.
 10. Oversees cash management, banking relationships and investment activity to ensure safety, liquidity for daily operations, and funds available for capital expenditures and other large projects.
 11. Provides advice on the financial implications of business activities. Assists with due diligence for prospective tenants, financial modeling and developing financial proforma for Port investments and initiatives. Maintains knowledge of Industrial Revenue Bonds, operation of the Port's Industrial Development Corporation, and other incentive programs to support community investment.
 13. Coordinates with the Washington State Board of Pilotage all functions necessary for the support of the Grays Harbor Pilotage District, including quarterly and annual reporting,

tariff setting proposals and associated documentation, department budgets, results and forecasts, and planning for trainees and stipends.

ADDITIONAL WORK PERFORMED:

1. Serves as a member of the Port senior management team, and attends and participates in Port Commission meetings, workshops and strategic planning sessions.
2. Represents the Port to community and professional associations.
3. Supports commercial and non-commercial port-wide initiatives to insure that Port strategic goals are achieved.
4. Performs other duties and responsibilities as assigned.

WORK ENVIRONMENT:

Work is performed primarily at Port office locations; requires weekend and evening assignments; and involves driving, walking, sitting, lifting, computer operations and public speaking.

MINIMUM JOB QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

- Completion of a Bachelor Degree with major in finance, business administration, public administration, accounting, economics, or closely related field. CPA preferred.
- Ten years of progressively responsible position in finance and accounting functions, including planning, analysis, budgeting, treasury, and management experience.

Will consider any equivalent combination of experience, education and training that provides the level of skills, knowledge, and abilities required for this position.

NECESSARY SPECIAL REQUIREMENTS:

- Must be versatile and possess high level of energy, enthusiasm, work ethic and integrity. Must be credible, trustworthy, respectful and responsive.
- Extensive practical knowledge of accounting, budgeting, financial planning and strategy, public financing processes, data processing principles, public records management, and human resource administration.
- Knowledge of Government Accounting Standards (GAAP and GASB), internal controls and audit principles and practices. Willingness and ability to keep knowledge current through publications, webinars, research, networking, continuing education and other resources.
- Strong financial and business acumen, including excellent analytical and organizational skills with particular expertise in financial planning and funding strategies.
- Advanced math and analytical skills, including statistics, financial indices, forecasting, data management and expertise in financial modeling spreadsheets.

- Outstanding ability to lead, endorse and adhere to the Port's mission, vision and values. Ability to motivate and develop staff to work as an effective, detail-focused, results-oriented team striving for continuous improvement with strong customer service ethos.
- Outstanding oral and written communication skills. Must be able to communicate and present complex financial topics effectively with Port internal and external stakeholders, government entities, auditors, elected officials, and the general public.
- Ability to listen and understand input from a variety of stakeholders, community members and elected officials. Ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
- Ability to understand and interpret complex documents including but not limited to leases, contracts and grants.
- Ability to participate effectively as member of management team, contributing, critiquing and executing business initiatives.
- Ability to operate effectively in a public sector organization and culture, understanding and implementing the state and federal laws and regulations that pertain to port districts.
- Superior ability to use computer and software appropriate for the job and job responsibilities.
- Willingness to comply with all Port policies, directions and regulations.