

# **PORT OF PORT TOWNSEND**

## **POSITION DESCRIPTION**

Position Title: **Director of Finance & Administration/Port Auditor**

Department/Location: **Administrative Office**

Reports to: **Executive Director & Commission**

### **Position Summary:**

The Director of Finance & Administration functions as the Port's chief financial officer, serves as the Port Auditor, and, at the direction of the Executive Director, is responsible for management and supervision of the Port's accounting, finance, internal control, investment, financial planning, budget, annual report, information systems, risk management, human resources, and labor relations functions. The position attends Commission meetings and workshops, serves as a resource to the Board of Commissioners, and participates in community and professional organizations.

### **Major Duties and Responsibilities**

Duties and responsibilities shown are intended to indicate the type of work performed and should not be understood as an exhaustive list of all tasks assigned to this position.

- A. Develops procedures for and performs or oversees Port month-end accounting functions through periodic GL closings, prepares monthly financial reports, and reports monthly financial status to Executive Director and Commissioners.
- B. Directs and provides daily supervision and assistance to accounting staff, and serves as back-up for accounting functions.
- C. Serves as a member of the Port's senior management team, attends Port Commission meetings and workshops, and provides Port-wide support.
- D. Directs and serves as Port Auditing Officer, per RCW 53.36.010.
- E. Serves as computer network administrator to maintain efficient computer operations and to implement improvements as needed and available.
- F. Serves as lead in the Port's budget development process.
- G. Serves as the Port Risk Manager and handles insurance issues.
- H. Coordinates the Port's human resources and labor relations programs.
- I. Prepares the Annual Financial Report as required by the State Auditor.
- J. Monitors capital projects and associated contracts, for contract and budget compliance; also monitors grants for contract and budget compliance.
- K. Prepares special management and administrative reports.
- L. Monitors monthly billings for Port services.
- M. Participates in community organizations, activities, and public meetings.
- N. Be alert to internal control deficiencies, and recommends corrective action
- O. Represents the Port when dealing with government agencies, other ports, customers, contractors, vendors, and the public.
- P. Performs other duties, responsibilities, and special projects as assigned.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform all of the duties described in an efficient and competent manner. The requirements and conditions listed below are representative of the minimum levels.

1. Education: BA degree in accounting, finance, business administration, or equivalent. Additional studies in computer applications desirable
2. Knowledge/Experience: Ten years progressively responsible budgeting, accounting, computer applications, finance and reporting with three years management and supervisory responsibilities or equivalent. Familiarity with Washington municipal corporation practices and BARS desirable.

### **Knowledge, Skills, and Abilities**

Requirements outlined in this position description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for this position.

1. Ability to direct and perform all duties and responsibilities in an efficient and satisfactory manner meeting minimum standards for management, supervision, selection, training, evaluation, recognition, discipline, and development.
2. Ability to lead and develop program plans and budgets, liaison with other agencies, evaluate and report activities, and develop program improvements.
3. Ability to investigate and solve practical finance and administration problems and deal with a variety of circumstances where only limited policies may exist.

### **Physical Requirements and Work Environment**

Duties require administrative related physical efforts and are primarily performed in an office and meeting environment while sitting at a desk or computer terminal or doing presentations. Travel, overtime and evening meetings may be required.

### **Port Auditor**

#### **Major Duties**

Fill the role of Port Auditor, as per RCW 53.36.010.  
Prepare financial analysis as directed by the Port Commission.  
Be alert to internal control deficiencies, and recommend corrective action to the Port Commission.  
Perform function of Investment Officer.  
Accountable to the Port Commission. Little supervision.

*Equal Opportunity Employer – Americans with Disabilities Act*