

PORT OF SKAGIT
Job Description

Position Title: Director of Finance

Title of Immediate Supervisor: Executive Director

Title of Positions Directly Supervised: Senior Accountant

BASIC JOB PURPOSE: The Director of Finance is responsible for management of the Port's overall finance functions. Duties include: serving as port auditor, attending port commission meetings, advice and counsel to the executive director and commissioners, administering Port fiscal matters, supervising Port accounting and administrative staff, and financial systems. Promote the Port's Promise, Mission, Vision and Values.

PRINCIPAL DUTIES AND RESPONSIBILITIES

General Duties

1. Implement the Port's Promise, Mission and Vision and exhibit the Port's Values including truthfulness, integrity and team work.
2. Participate in the Port's Sr. Leadership Team, attend commission and other meetings, and represent the Port to community and professional associations.
3. Perform other duties, responsibilities and special projects as may be required.

Auditor/Controller Duties

1. Responsible for directing day-to-day activities of the accounting staff. Be responsible for leadership, communications, training, confidentiality, internal controls and customer service functions. Prioritize overall accounting work and ensure the integrity and smooth performance of accounts receivable, collections, accounts payable, payroll and other functions.
2. Serve as port auditor.
3. Oversee establishment and maintenance of uniform management practices of accounting, contract records and other port files (except leases) in accordance with generally accepted accounting principles and applicable state and federal regulations. This includes the creation, implementation and updates of port policies and procedures.
4. Manage the port insurance and risk management program.

5. Coordinate and act as primary liaison for state and other audits.
6. Oversee fixed assets accounting. Approve all vouchers and submit to port commission for payment. Report extraordinary conditions to appropriate management or executive director.
7. Responsible for preparation, submittal and payment of quarterly taxes.
8. Perform due diligence procedures on prospective tenants.
9. Oversee delinquent accounts and facilitate collections in coordination with management team and appropriate legal counsel or other outside services.
10. Coordinate port investment activities with the county treasurer to ensure optimum return on investment, and to ensure availability of funds to meet current expenditures.
11. Research audit related issues on behalf of port staff and perform legal research in conjunction with legal counsel. Provide training in all areas related to audit – internal controls.
12. Manage and maintain current and archived files in accordance with the Washington State Records Retention Schedule.

Financial Planning/Business Management Duties

Work collaboratively with Director of Business Development and Real Estate on the following duties:

1. Provide assistance to the executive director, commissioners, and other managers for short and long-term strategic and financial planning and special projects, which includes monitoring the port's overall financial health using established benchmarks.
2. Oversee preparation of the operating and capital budgets, annual report, fiscal report, monthly cash flow report and other related financial reports.
3. Research and coordinate communication of financing options available to current and prospective tenants.
4. Provide guidance and assistance to Director of Business Development and Real Estate on implementation of the tenant austerity program and other lease incentive programs.
5. In consultation with the Director of Business Development and Real Estate, develop, prepare and maintain financial forecasting statements for future

revenues, expenses and cash status, six-year capital facilities plan and long term plan of finance, and provide assistance with the development of business plans for each of the Port's enterprises.

6. Evaluate proposed acquisitions, prospect analysis, or development proposals to determine financial viability of the project.

HR/Administrative Duties

1. Compensation & Benefits. Oversee preparation of and updates to salary surveys and implementation of changes to the compensation system. Manage all employee benefit programs which include health, welfare, vacation, sick, holiday and other leave. Provide benefit information to employees, implement benefit plan changes. Act as employee liaison to perform research and respond to payroll/benefit related inquiries.
2. Documentation & Data management. Administer all new hire paper work, personnel files, I-9, and state department of social service reporting. Collect, enter and retain employee data, generate reports as needed.
3. Legal. Manage and administer other duties related to human resources such as: compliance with federal and state regulations, employee recognition program, wellness program, COBRA compliance, oversight of safety requirements, processing of accident and insurance related reports and managing the medical insurance contract.

WORKING CONDITIONS

Work is performed primarily indoors. The majority of work will be performed sitting at a desk, operating a computer, phone and other related office equipment. Typically, the noise level in the work environment is moderate; however, there may be exposure to loud noises on a daily basis due to industrial, aviation or marine activity, maintenance and repair.

PHYSICAL REQUIREMENTS

This position requires the ability to hear, speak and understand the spoken word in order to respond promptly to calls for assistance, to answer telephones, and to be able to communicate clearly. Must have dexterity and manual skill required to operate the keyboard of a computer terminal, assemble and retrieve files from the file cabinets & drawers, operate a multi-line phone system, copy/fax machine and other related office equipment.

TRAINING, EDUCATION, EXPERIENCE & RESPONSE TIME REQUIREMENTS

Formal Education: Four-year accounting degree or equivalent - CPA required.

Work Experience: Five (5) years of finance and accounting supervisory, professional and management experience, or equivalent, including financial planning in changing economic and business environments. Human resources experience or training preferred.

Other Requirements: Must be bondable.

Response Time: Must reside within sixty (60) minutes travel time from primary work place.

AUTHORITY DELEGATED TO THE POSITION:

Authority	To Decide & Act	To Recommend	N/A
Establish own work plans and schedules	XX		
Make method improvements to increase efficiency	X	X	
Establish and/or revise policies and procedures	X	X	
Hire staff		XX	
Promote staff		XX	
Discipline, demote, or terminate an employee	X	X	
Make substantial financial/contractual commitment		XX	
Redirect the use of funds within approved budget	As Authorized		
Revise operating policies (day to day)	X	X	
Change the organization structure		XX	

WAGE/HOUR STATUS: XX Exempt (Salaried) _____ Nonexempt (Hourly)
 Type: Executive Exemption

Employee:

Effective Date:

 Signature