

# **PORT OF WALLA WALLA AUDITOR/TREASURER POSITION DESCRIPTION**

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## **POSITION:**

Port Auditor/Treasurer

## **INTRODUCTION:**

This “hands-on” position is located in the Port of Walla Walla administrative offices at the Walla Walla Regional Airport. It is a full time, exempt position. The Port Auditor/Treasurer is the principal financial officer for the Port. The Auditor/Treasurer is responsible for planning, organizing and directing the Port’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’s Annual Financial Report, collaborative preparation of budgets including the Port and Airport’s capital and operating budget and internal audits. The Auditor/Treasurer, as a member of the Port management team, contributes to setting and achieving the Port’s strategic plans and goals.

## **REPORTS TO:**

This position reports directly to the Port’s Executive Director. Also reports to the Port Commission upon Commissioner’s request.

## **DUTIES AND RESPONSIBILITIES:**

1. Responsible for Port and Airport 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.
2. 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.
3. Serves as the Port auditor and is the main liaison with various outside auditors, including the Washington State Auditors Office in their examination of Port accounting practices, financial statements and reports, and all other audit related issues.
4. 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.
5. Develops annual and periodic budgets and budget reports for the Port and Airport in collaboration with the Executive Director, department heads and Port Commission, including the preparation of its operating and capital budgets, monthly budget comparison reports and conducts analysis of budget information and funding.
6. 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.

7. Assists with accounting software and related programs in consultation with Port and Airport 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's accounting system.
8. 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: Workers Compensation administration, Unemployment Insurance claim administration and record keeping.
9. Attend and participate in regular and special meetings of the Port Commission. Reports on developments regarding audit, finance, investment and related administrative matters.
10. Organizes and implements efficiencies and improved methods to reduce costs and increase revenues.
11. Keeps informed of federal and state legislation, effecting financial, accounting, audit regulations and personnel matters.
12. Prepares federal, state and local reports and tax returns.
13. Serves as the Port Treasurer and adheres to the Port's investment policies adopted by the Port Commission.
14. Maintains adequate internal control safeguards to meet state auditor's requirements.
15. Monitors and maintains records retention system.
16. Performs other duties, responsibilities and special projects as may be required.

### **ESSENTIAL FUNCTIONS:**

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the "Duties and Responsibilities" and the "Qualifications" sections of this job description. All of the qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience, and/or ability required.

### **QUALIFICATIONS:**

**Education:** An undergraduate degree, with a major in accounting, business, finance or related field 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.

**Experience:** A minimum of five 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.

**Other Qualification:** Thorough knowledge of accounting/finance management and computer systems and applications is required. The Port currently operates under a Microsoft network environment, utilizing the 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.

Possess a valid driver's license.

Ability to be bonded and insured.

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 and Airport staff, Commissioners, Port tenants, 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.

**IMPORTANT DISCLAIMER NOTICE:**

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment change.

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factor. Port of Walla Walla is also committed to diverse work force. Women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

Approved:  
February 28, 2017