

Finance Manager

Applications are hereby sought for the position of Finance Manager for the Port District of South Whidbey Island (Port). This is posted as a full-time salaried exempt position with defined benefits, with a proposed salary of \$30 to \$35/hour, depending on qualifications. *Consultant proposals from qualified individuals who would be available as needed through the duration of 2012 (at a minimum) would also be considered.*

Job Description: The Finance Manager (FM) is the chief financial officer of the Port with overall responsibility for research, development and management of funding for implementation of project and operational programs per Port Commission direction and Comprehensive Scheme criteria. Acting under the direction of the Port Board of Commissioners, the FM is responsible for implementing the programs and policies approved by the Commission and accomplishing its financial and fiscal directives. Other tasks include: financial planning and funding development activities to meet financial and economic development goals; Auditing Officer responsibilities; and financial monitoring & reporting to the Commission and financial management & reporting requirements for compliance with auditor, grant, and federal/state/local criteria. The FM works with the Port Operations Manager to first ensure the Commission is fully informed to make policy, strategic and operational decisions, and then to accomplish the resultant Commission direction.

Work to be under direction of Port Commission and in coordination with Port Operations Manager, and will include attendance at (evening and other) meetings with Commissioners and other duties as assigned.

Complete description and compensation: See attached Port Finance Manager “Staff Function and Responsibilities” (Approved by Commission 7/12/11).

Desirable qualifications: *Strong experience and progressive responsibility in public project funding including bonds, grants and taxes.* Experience and responsibility in: Property acquisition and management issues including deed restrictions, zoning and permitting processes; Public contracting and concession processes for implementation of new operations at existing and proposed facilities; Principles and practices of budget administration and compliance with applicable Federal, State, and local laws, codes and regulations; Public agency record-keeping, processes and documentation. *Strong financial and analytical background, including cash flow analyses.* Experience and/or understanding of Washington public ports. Good public relations skills. Essential personal characteristics are good analytical skills, excellence in communications, sense of humor, personal integrity, trustworthy (WA State Patrol background check required), and a commitment to the improvement of Whidbey Island. Boating and marina knowledge helpful.

Minimum Requirements: Minimum 21 years of age. Must possess (or be able to obtain) a valid Washington State driver’s license and have a satisfactory driving record. Trustworthy (capable of being bonded).

Working Conditions: The normal work week is 40 hours, Monday through Friday, which must include the ability and willingness to attend evening meetings as scheduled by the Commission, including at a minimum, the Regular Monthly Meeting of the Port Board of Commissioners, currently scheduled for the 2nd Tuesday of each month. Must maintain a professional appearance (“business casual”) and positive attitude as the public point of contact for the Port.

Physical Demands: Must possess mobility to work in a standard office setting, use standard office equipment, including a computer. Must have mobility to travel to other Port facilities and surroundings; strength and stamina to perform minor-to-moderate lifting and other physical activity as might be needed for occasional tasks at other Port facilities including response to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Applications The Port is currently seeking applicants for this position, and an application should include:

1. Brief resume, to include history of work (dates, wages/salary, job title, duties, name/address/phone of employer, reason for leaving); education; professional references; special skills, abilities and expertise.
2. Briefly describe why you believe you are suited for this position.
2. Signed consent form, for pre employment screening purposes. Please include copy of current valid driver's license.

ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL

Application packets must be received in the Port office (PO Box 872 or 1804 Scott Road Suite 101, Freeland, WA 98249, phone 360-331-5494) by **4:00 pm on Monday, April 9, 2012** to be initially reviewed and considered by the Board of Commissioners during their meeting on April 10th (as applicable, with confidentiality considerations). Reminder: If you are mailing your application, please make sure that it will be received in the office no later than April 9th for the initial review period. **The Commission is expected to conduct interviews of preferred candidates during April 12-19 for notification of selection by April 20th, with an expectation of the selected candidate being available to start immediately (no later than May 7, 2012) to ensure adequate training and orientation with the current Finance Manager.**

Attached and made a part of this Application by reference:

STAFF FUNCTION AND RESPONSIBILITIES: Port Finance Manager (7/12/11 Commission approval)

CONSENT TO RELEASE INFORMATION AND RELEASE FROM LIABILITY

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the PDSWI (Port District of South Whidbey Island). The Port needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. I have authorized PDSWI to gather all available information regarding my employment background and personal history and other information, which may be of a confidential or privileged nature.

I, the undersigned, authorize you to furnish PDSWI any and all information that you have concerning me, including without limitation my work record, my background and reputation, my criminal history; including any arrest records and any information contained in investigative files, and any other personal records, including medical, psychological, military service or financial matters. Information of a confidential or privileged nature may be included in the materials you provide to PDSWI. I further specifically consent to the Washington Department of Revenue's release of any tax returns, as defined by RCW, filed by, on behalf of; or with respect to me, and any tax information, as defined by RCW, that pertains to me. I request your cooperation in supplying this information to PDSWI in response to a request from that office.

I hereby agree to release you and those who supplied you with the above information, your company or organization, and the Port District of South Whidbey Island, its Directors, employees and or agents, from any liability for any damage with may result from furnishing the requested information.

I understand my rights under Title 5, United States code, Section 552a, the Privacy Act of 1974, with regard to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the PDSWI in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to PDSWI.

Applicant's Signature	Date	Driver's License # (please include COPY!)
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Applicant's Printed First Name	Middle Initial	Last Name
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Current Address (include mailing if different)

Previous Address and Dates of Residence

Aliases (include previous married names, maiden name)

Visible Tattoos/Marks/Piercings (location and description)

A photocopy or other electronic reproduction of this form shall be valid as the original.

STAFF FUNCTION AND RESPONSIBILITIES

7/12/11 Commission Approval

Position: Port Finance Manager

Reports to: Board of Commissioners of Port of South Whidbey

Purpose of the Position: The Finance Manager is the chief financial officer of the Port with overall responsibility for research, development and management of funding for implementation of project and operational programs per Port Commission direction, along with the following general responsibilities:

- Implements the programs and policies approved by the Commission.
- Is responsible for accomplishing the financial and fiscal directives of the Board of Commissioners.
- Directs and undertakes financial planning and funding development activities to meet financial and economic development goals as defined by the Commission.
- Reports and makes recommendations to the Commission on the financial status of the Port.
- Monitors and meets financial reporting requirements for compliance with auditor, grant, and federal/state/local criteria.
- Works with the Operations Manager to provide analyses and data to enable the Commission to make informed policy, strategic and operational decisions.
- Identifies and develops economic development initiatives to meet Commission and Comprehensive Scheme criteria, for implementation per Commission direction

Functional Responsibilities:

At the direction of the Port Commission, the Financial Manager organizes the Port's finances and works to assemble the various funding sources to support the Commission's operational and capital project needs, and provides the following:

- Supervision of Port finances, and financial management and direction for staff to ensure compliance with Commission and budgetary criteria.
- Fiscal management in accordance with the Revised Code of Washington as it affects the operation of Port Districts. This includes budget preparation, supervision of internal and annual audits and investment and cash management.
- Leads the preparation of the annual budget.
- Communication with the Island County Treasurer regarding Port investments and accounts.
- Development and implementation of facility and service improvements by means of contracting or concession approaches in accordance with Commission direction.
- Maintain relationships and conduct negotiations with state and local government agencies and the public.
- Participate in hiring, scheduling and supervision of permanent and part-time staff and external consultants and contractors to meet the Port's needs.

Specific Duties and Responsibilities:

The specific duties and responsibilities of this position include the following as may be modified from time to time by the Port Commission:

1. Business planning and development

- Build spreadsheet models that project revenues and expenses to be used as tools to identify economic scale and financial viability of prospective and active Port projects.
- Identify debt service capacity for the Port based on current revenue and expense structure
- Research and draft financial policies for Commission review and implement projects to optimize Port's cost of capital
- Negotiate draft loan agreements for Commission review.
- Research and draft grant proposals to fund active Port expansion, economic development and maintenance projects.
- Provide guidance to Commission regarding effects of changes in the tax revenue of the Port District.
- Seeks and pursues opportunities for funding from state, federal and other sources to implement projects as per Commission direction, including grant development, preparation and application aspects.
- Monitors expenses to assure compliance with established budgets and Commission policy.

2. Financial Management

- Research, plan, negotiate and implement cost saving measures and agreements with state, county, municipal and private organizations (PMA and similar)
- Process harbor receipts in accordance with state auditing standards
- Lead staff in the development of the annual budget for Commission review, in accordance with the goals, objectives and taxing/levy policy established by the Commission
- Administration and reporting for compliance with funding restrictions, grant awards, etc.

3. Administration

- Represent the Port any and all organizations as assigned by the Commission.
- Serves as Auditing Officer for "check & balance" review of operational and construction invoice and payment process
- Negotiate vendor agreements to ensure the successful operation and maintenance of Port facilities.
- Management and implementation of accounting, financial documentation and general record-keeping procedures to assure compliance with Port standards and Federal, State and Local Laws and Regulations, including completion of all applicable County, State and Federal Reports in an accurate and timely manner.
- Manage existing operations and enhancements to Port's website.
- Manage and supervise Port Clerk.

Finance Manager Compensation

The position is established as a full-time salaried exempt position with defined benefits, with a compensation of \$30.00 to \$35.00 per hour, plus mileage, expenses and a cell phone allowance (\$40/mon). Per 2006 Commission precedent, other benefits and compensation proposed for the position are as follows:

A. Personal Leave, based on a standard 8-hour work day, for:

- Holiday pay for eight (8) holidays per year (New Years Day, Memorial Day, July 4, Labor Day, Thanksgiving & day after, Christmas, and ½-days for Xmas and New Years Eves).
- Personal Leave for twelve (12) days per year (no carryover or buy-back)
- Vacation pay for ten (10) days per year, increasing to fifteen (15) days per year after five (5) years from original hire date

B. Health Care Benefits, consisting of:

- \$400/month reimbursement by the Port for the employee's designated health care provider as submitted and documented by the employee