



Port of Ilwaco

CREATED/UPDATED: November 2022

TITLE: Finance Director/Auditor

REPORTS TO: Port Manager and Port Commission

CLASSIFICATION: Full-time Regular/Exempt

DESCRIPTION:

This position is responsible for operational and capital accounting, budget development, financial reporting, grants management, supervision of administrative staff and systems, risk management, procedures and policy compliance.

CONTROLS OVER WORK:

This position functions under the direction of the Port Manager. The Finance Director shall also serve as the Port Auditor responsible directly to the Board of Commissioners for the Port of Ilwaco and the Port of Chinook.

ESSENTIAL DUTIES INCLUDE:

- Supervise the daily activities of the administrative staff ensuring accuracy and timeliness in the areas of receivables, payables, payroll, purchasing, asset management and inventory, and all general transactions.
- Prepares and submits monthly, quarterly, and annual federal and state tax reports.
- Performs all human resource functions on behalf of the Port, including new hire orientation, maintaining employee files, and benefits coordinator.
- Performs all payroll functions, including processing, reconciling and reviewing timecards for accuracy, preparation of monthly, quarterly or annual federal and state reporting requirements.
- Oversee establishment and maintenance of accounting practices in accordance with generally accepted accounting principles and applicable state and federal regulations.
- Design and implement strong accounting and compliance controls.
- Maintain automated and manual accounting and financial reporting systems in the most accurate, efficient, and reliable manner possible.
- Prepare periodic financial statements and annual reports in a timely manner for use by management and the State Auditor's Office personnel; coordinate state audits.
- Prepare, present, file, and monitor annual operating and capital budget.
- Maintain bond and debt service accounts.
- Perform grant related tasks, including report preparation, documentation, reimbursement requests and report submission to satisfy grant requirements.

- Attend meetings/seminars in a professional manner while representing the Port.
- Maintain the highest standards of fiscal management at all times; report extraordinary conditions to appropriate managers or Port Manager.
- Manage leases for purposes of ensuring that financial-related provisions are administered properly and maintaining lease documents.
- Contract administration and oversight for marina, boatyard, land lease, public works, and consultants.
- Perform relief and backup duties as necessary for administrative positions during absences and peak workloads.
- Perform within all relevant professional standards and Washington State statutes from port districts and municipal corporations.
- Perform all Finance Director/Auditor essential duties for the Port of Chinook through an Interlocal Agreement for Management Services.
- Perform other duties as assigned by the Port Manager.
- Fills in for Port Manager as needed.

WORKING ENVIRONMENT:

- The position will primarily be based in the Port of Ilwaco office and will also include time at the Port of Chinook (7 miles away).
- The employee may be asked to travel to meetings in or out of town, and will be required to attend Port meetings. Regular port meetings will be held in Ilwaco and Chinook.
- Job-related contact either by telephone, in person or through written communication with the Port’s elected officials, coworkers, outside auditors, outside consultants, vendors and other business-related individuals or agencies.
- Extensive contact with the public and required to be professional and courteous with all contacts.
- The nature of Port operations is cyclical, and a higher level of customer activity will be present in the spring and summer months.
- Performs duties independently with minimal supervision.
- The position is in an office environment that requires multi-tasking and interactions with the general public. Sitting may be required for long periods of time.

DESIRED QUALIFICATIONS:

- Five full years of successful experience in a similar job of comparable scope is highly desirable.
- Valid State vehicle operator’s license.
- Expertise in budget development, financial reporting, long-term financial planning, accounts receivable, accounts payable and payroll.
- Competency in budget procedures for a municipal corporation in the State of Washington is preferred.
- Experience with chart of accounts for revenues and expenditures compatible with the State of Washington Budgeting, Accounting and Reporting System (BARS) is preferred.

- Proficiency with computers and computer software including all Microsoft Office programs (requires advanced Microsoft Excel skills).

COMPETENCIES:

- Demonstrate excellent customer service skills with a diverse customer base.
- Successfully manage time and prioritize tasks within given parameters.
- Establish and maintain effective working relationships with employees, Commissioners, other agencies and public in general.
- Communicate effectively, both orally and written, with individuals and groups regarding all issues or regulations effecting the Port.
- Operate equipment pertinent to job duties.
- Good interpersonal, communications, customer service, and time management skills.
- Ability to read, write, speak, and understand English.
- Ability to efficiently type, use word processing, spreadsheets, and other PC software in the Windows environment.
- The ability to operate office equipment such as, but not limited to, PC's, printers, fax machines, copy machines, and multi-line telephone systems.
- Physical ability to move office supplies, files, and equipment, to bend, and to twist.
- Ability to collect data, organize information, and develop reports.
- Ability to instigate and perform responsibilities associated with on-going assigned tasks.

The Port of Ilwaco complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or military action veteran status. This holds true for all employment. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.