

THE PORT OF EDMONDS IS SEEKING A DIRECTOR OF FINANCE AND ADMINISTRATION

The Port of Edmonds is seeking a Director of Finance and Administration. This role reports to the Executive Director and is responsible for actively supporting the Port's mission and vision through the execution of core responsibilities, as well as developing departmental team goals that are fully aligned with key port initiatives. Core responsibilities include financial planning, annual budget and reports, quarterly reports, investment and risk management and other responsibilities as described in the job description.

Ideal candidates will bring strong people management skills with five years recent supervisory experience, strong communication skills and will excel at teamwork and collaboration. Key skills and attitudes required include flexibility, a positive, visionary approach, and strong analytical, organizational, and problem-solving skills. They will have five years progressively responsible budgeting, accounting, and reporting experience, preferably in a Washington municipal corporation.

This is a full-time salaried position with an annual starting salary of \$140,000 to \$150,000, depending on experience/qualifications. Benefits include medical, dental, & vision insurance (100% employer paid premiums), life insurance, disability, retirement through Washington State PERS (Public Employees Retirement System), flexible benefits plan, health and wellness benefit, optional 457b deferred compensation plan through Washington Department of Retirement Systems, financial assistance for training and education tuition for job related and approved training, vacation, sick leave and paid holidays.

Interested candidates are encouraged to submit a letter of interest, resume and answers to the supplemental questions below to Angela Harris, Executive Director at aharris@portofedmonds.org. First review of applications will be on October 4, 2023. The Port of Edmonds is an Equal Opportunity Employer.

Supplemental Questions:

- Describe your interest in working at the Port of Edmonds in this position.
- Describe your most successful accomplishment at your current job.
- Describe your management style and how you motivate your team.

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PORT OF EDMONDS

JOB TITLE:	Director of Finance and Administration
REPORTS TO:	Executive Director
DEPARTMENT:	Finance and Administration
POSITION TYPE:	Salary Exempt
STARTING SALARY:	\$140,000-150,000 depending on experience
POSITION SALARY RANGE:	\$140,000-170,000
SUPERVISES:	Office Manager and IT/Contracts Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

Essential responsibilities for the Director of Finance and Administration may include, but are not limited to, the following:

- Actively support the Port's mission and vision and demonstrate values consistently.
- Develop departmental team goals that are fully aligned with port key initiatives.
- Ensure the accounting and finance team delivers the highest standard of customer service.
- Act as Port of Edmonds Auditor and Treasurer in accordance with RCW 42.24.080 and RCW 53.36.010, serving at the appointment of the Board of Commissioners.
- Manage the Port's treasury functions, including management of the investment portfolio and balancing cash reserves.
- Assess debt structure and coordinate capital financing to minimize the Port's cost of capital.
- Establish and maintain relationships with external financial service providers, including insurance and risk management, treasury services and banking, broker services, auditors, underwriters, and bond counsel.
- Oversee the annual insurance renewal process and procure property, liability, and related insurance coverage through commercial insurance broker.
- Manage the Port's liability insurance and claims for damage program.
- Maintain and update fixed & small and attractive assets schedule.
- Calculate and file quarterly business taxes.
- Establish and maintain systems of internal controls to achieve effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.
- Implement and oversee financial and accounting policies and procedures to ensure compliance with accounting standards and state and federal regulations (GAAP, GASB, A-133, etc.).
- Oversee the continuous improvement of accounting and financial processes and management information systems with the goal of achieving best practices.
- Develop and perform all Port month-end accounting functions through period closings, prepare all monthly and yearly financial reports and report financial status to Executive Director and Commissioners as requested.
- Provide technical assistance to Finance and Administration and other departments in processing A/P, A/R, and payroll. Provide technical guidance to Marina Operations on accounting issues.
- Lead the development and management of the annual operating budget and capital expenditure plan.
- Communicate the Port's actual performance versus budgets and objectives and collaborate with executive leadership team for growth strategies or areas for improvement.
- Oversee the development of forecasting and financial modeling to support the development of long-term strategic initiatives and business plans.
- Monitor all grants for budget compliance.
- Ensure departments receive accurate financial information through tools and regular reporting and analysis.
- Manage and maintain current and archived files in accordance with the Washington State Records Retention Schedule.
- Develop relationships with local governmental agencies, statewide associations, and professional organizations to produce strategic alliances, professional networks, and interagency opportunities.
- Other duties as assigned.

Last updated September 18, 2023

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of budgeting, accounting, and reporting requirements, as they apply to a Washington municipal corporation.
- Knowledge of computer applications, preferably to include SAGE 100 and MS office Professional.
- Ability to work and communicate professionally with government agencies, contractors, vendors, staff, and the public.
- Ability to prepare written reports on financial, budget, and administrative topics and communicate trends and data to Executive Director, Commission and others as required.
- Knowledge of Port regulations.
- Knowledge of insurance and related risk management function.
- Ability to attend Port Commission meetings when requested.
- Ability to participate in community organizations and activities.
- Ability to attend meetings both locally and outside the area.

WORK ENVIRONMENT / PHYSICAL DEMANDS

- Required to sit and/or stand for extended periods of time.
- Required to work at a computer for extended periods of time.
- Required hearing and speaking to exchange information.
- Required to lift, push or, pull objects weighing twenty-five pounds or less. Able to bend at the waist, reach overhead, above shoulders and horizontally.
- Required to work in a typical office environment.
- Dexterity of hands, and fingers to operate a variety of office equipment including computers, printers, copiers, faxes, cash drawers, filing cabinets etc.

EXPERIENCE MANDATORY

- Five years progressively responsible budgeting, accounting, and reporting experience, preferably in a Washington municipal corporation.
- **Supervisory skills:** Five years supervisory experience. Ability to clearly assign responsibility for tasks and decisions; sets clear objectives and measures; monitor process, progress and results and designs feedback loops into work. Lays out work in a planned and organized manner; maintains two-way dialog with direct reports on work and results; brings out the best in people; is a clear communicator.
- **Communication skills:** College level written and verbal communications skills. Must be able to communicate effectively up, down, and across the entire organization clearly and succinctly in a variety of styles to get messages across that have the desired effect. Must have the ability to develop and deliver formal presentations in a variety of settings. (i.e.: one-on-one, small, or large groups). Excellent social skills for effective interaction with groups and individuals, including elected officials, officials of various government agencies and other opinion and decision makers.
- **Analytical skills:** Able to gather relevant data from appropriate sources; identify all relevant factors or restrictions; apply logical reasoning to determine relationship of variables; develop results-oriented conclusions; test assumptions, observe results, and incorporate revisions or corrections.
- **Organization skills:** Able to prioritize and organize numerous tasks and complete them under time constraints. Must have the capacity to balance both short- and long-term issues effectively and handle many simultaneous and often conflicting and changing priorities.
- **Problem solving skills:** Logically think through and solve problems involving several variables. Remain objective in gathering information and investigating issues.
- **Computer skills:** Advanced level skills with Windows based software, primarily MS Word, Excel, and PowerPoint.

REQUIRED ATTITUDES

- **Vision:** Is a visionary – able to support the organization in envisioning the future of the Port and lead teams to successfully implement change.
- **Teamwork and collaboration skills:** Requires outstanding teamwork collaboration skills - collaborating with team members and Executive Director is an integral part of all job responsibilities.
- **Integrity:** Firmly adheres to the mission and values of the Port of Edmonds. In handling organization proprietary and confidential information, exhibits honesty, discretion, and sound judgment.
- **Flexibility:** Is open to changing situations and opportunities, demonstrates a growth mindset, and is able and willing to exhibit support despite personal reservations. Is available and willing to work the required hours to ensure work is delivered on time.
- **Independence:** Is able and willing to take actions and achieve desired results with minimal supervision.
- **Tolerance for Stress:** Keeps composure during times of stress and adjusts quickly to changing priorities.
- **Initiative:** Shows willingness and aptitude to use own discretion in finding creative solutions to problems or presenting options and ideas to enhance current processes or procedures; handles situations promptly.

MANDATORY TRAINING, EDUCATION AND CERTIFICATIONS

- BA Degree in accounting, finance, business administration or related field preferred.
- CPA Certification.
- Notary Public.

DESIRABLE TRAINING, EDUCATION AND CERTIFICATIONS

- Experience with information technology and cybersecurity.
- Experience with technical and business systems audits.
- Experience with project contract administration.
- Experience with grant administration
- Experience dealing with insurance issues.