

Position Opening

Finance and Accounting Manager

The Finance and Accounting Manager under the direction of the Executive Director is responsible for planning, organizing Port Finances, capital and operating budget, accounting, and internal and external audit functions as well as managing the Port's investment portfolio. The position is also responsible for financial planning; and, as a member of the management team, for contributing to the Port's overall strategic foundation goals and strategies.

Preferred Work Experience:

- 5 or more years' experience managing financial services including investments and budget administration for a government entity in the state of Washington.
- Municipal accounting and auditing including the audit process through the State Auditor's Office & BARS cash basis accounting.
- Experience as a manager or department head for at least 5 years.
- Preference for knowledge of public sector procedures and the ability to function within a public agency environment.
- Must have 5+ years of experience managing or directing the work of accounting and finance personnel.
- Must have considerable knowledge of Generally Accepted Auditing Standards (GAAS);
- Must have considerable knowledge of Generally Accepted Accounting Principles (GAAP).

Preferred Education and Training:

- Bachelor's degree in accounting, business or public administration or closely related field.
- Valid Washington State driver's license.

Salary Range \$60,000 to \$70,000 DOE. Comprehensive benefits package includes employer paid healthcare through the Public Employees Benefits Board (PEBB), retirement plans administered by the State of Washington Public Employees' Retirement System (PERS) and the Department of Retirement Systems (DRS), HRA VEBA, life insurance, long term disability, vacation & sick paid time off, 9 paid holidays plus 1 paid floating holiday per year, plus more.

Drug and Background testing required.

The Port of Clarkston is an excellent local employer offering a quality work environment, a comprehensive benefits package, and an atmosphere that encourages professional growth and a team spirit. The Port is an equal opportunity employer that encourages people of all backgrounds to apply for open positions.

Application and full job description can be found at portofclarkston.com

Applications and resumes can be submitted to office@portofclarkston.com

Position open until filled.



**Port of Clarkston
POSITION DESCRIPTION FORM**

CHECK THE BOX THAT APPLIES:			<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Vacant Position	<input type="checkbox"/> Filled Position
POSITION TITLE: Finance and Accounting Manager					
INCUMBENT'S NAME (if filled position):					
DEPARTMENT or DIVISION: Admin					
FLSA STATUS: Exempt			SALARY GRADE: \$60,000 - \$70,000 DOE		
EMPLOYMENT CLASSIFICATION:					
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal			

JOB SUMMARY

The Finance and Accounting Manager of the Port of Clarkston is responsible for planning, organizing Port Finances, capital and operating budget, accounting, and internal and external audit functions as well as managing the Port's investment portfolio. The position also is responsible for financial planning; and, as a member of the management team, for contributing to the Port's overall strategic foundation goals and strategies.

SUPERVISORY RELATIONSHIPS

IMMEDIATE SUPERVISOR'S NAME: Chris Rasmussen	SUPERVISOR'S TITLE: Executive Director
<p>1. Level of Authority:</p> <ul style="list-style-type: none"> • Supervision Given: The Finance and Accounting Manager oversees the finance and accounting activities within established practices to reach objectives; provides guidance to and problem solves in conjunction with staff on usual issues; develops policies and designs special projects; and works collaboratively with others and may interact with the media on finance/budget related topics. • Supervision Received: The Finance and Accounting Manager generally proceeds independently in accordance with general plans, policies, and purposes of the department. Assignments are made in terms of department objectives with the Finance and Accounting Manager making decisions based on precedents, company policy and professional judgment. The Finance and Accounting Manager receives guidance for resolving conflicting priorities. Work is reviewed by the Executive Director for fulfillment of department operating objectives and in conformance with general policy and practice. <p>2. Leadership</p> <p>The position requires direct supervision of the following personnel:</p> <ul style="list-style-type: none"> • N/A <p>The position requires close coordination with all department managers as it relates to the Port budget process and budget variances.</p> <p>3. Independent Reporting to Commission</p> <ul style="list-style-type: none"> • The Port Auditor is appointed by the Board of Commissioners. The Auditor both works for the Executive Director and reports directly to the Commission on audit issues. 	

ESSENTIAL FUNCTIONS

List the primary functions of the position in decreasing order of importance by percentage of time spent on each. Functions listed in this section should fall into one or more of the following categories:

- A. Job tasks that are fundamental and are the primary reason(s) for which the job was established.
- B. Any task(s) that is so critical that it cannot be eliminated from the description of the job without significantly changing the position's function or classification.
- C. Any task(s), regardless of the frequency of performance, which cannot be assumed by another employee.

Percentage*	Essential Functions
<input type="checkbox"/> By month <input checked="" type="checkbox"/> By year <input type="checkbox"/> Other:	<p><u>Finance & Accounting Management:</u></p> <ul style="list-style-type: none"> Develops short and long range plans to guide the Port's accounting, auditing and financial programs consistent with the goals adopted by the Port Commission. Directs accounting staff in the maintenance of the general ledger, accounts payable, accounts receivable, payroll, fixed assets, and other accounting-related activities. Makes policy recommendations for accounting practices. Directs the duties related to budget, budget to actual analysis, annual report, audit, investments, debt management, and special projects. Directs grant accounting and financial reporting. General administrative duties related to oversight of the finance and systems to ensure accurate and timely reporting from the accounting systems. Organizes and implements efficiencies and improved methods to reduce costs and increase revenues. Reviews, develops and revises finance and accounting policies and procedures specific to the Finance and Accounting function. Stays current with accounting guidance including Washington State BARS Manual for cash basis governmental entities, as well as Government Accounting Standards Board (GASB) statements. Compile, monitor, verify and reconcile all financial data for the Port's payroll and benefits transactions, including posting time data for employees, coordinate processing of payroll and personnel transactions while acting as a Human Resources support staff person for the Executive Director. Prepare and produce payroll and benefits reports, including quarterly and annual Federal and State tax obligations and deposits. Process a variety of payroll related actions including wage garnishments, varying types of premium pay, a variety of benefit deductions and tax withholding and HRA VEBA accounting. Coordinate and process employee year-end information to balance, print and distribute W-2 forms. Process end of year data and forward to appropriate federal and state agencies. (Social Security, Employment Security, IRS) in accordance with established quality controls. Monitor and maintain accrued vacation, sick, holiday and other types of employee leave. Oversee preparation and mailing of monthly lease rental invoices and statements for all tenants of the Port.
50%	

20%	<p><u>Financial Reporting and Analysis:</u></p> <ul style="list-style-type: none"> • Responsible for oversight and completion of the Annual Financial Report filed with the Washington State Auditor’s Office. • Presents quarterly financial reports to the Port Commission. • Reviews financial reporting presentations and revises as necessary. • Responsible for leadership and direction with special projects, such as, the analysis of acquisition and sales, capital improvement projects, and line of business analysis.
15%	<p><u>Budgeting:</u></p> <ul style="list-style-type: none"> • Directs budget development for the Port including the preparation of its operating and capital budgets, periodic budget variance reports. • Responsible for the preparation of select areas of the budget.
5%	<p><u>Auditor:</u></p> <ul style="list-style-type: none"> • The Port Auditor has the obligation to make sure the Commission has a clear and accurate picture of financial and audit information. • The Port Auditor ensures that payments made by the Port for goods and services are valid and in compliance with rules and regulations. • Responsible for the Washington State Auditor’s Office annual audit. • Responsible for other external audits related to finance and accounting. • Responsible for establishing and directing internal audits.
5%	<p><u>Finance Activities:</u></p> <ul style="list-style-type: none"> • Forecasts cash flow to determine excess funds for investing and funds needed through external financing. • Manages investment portfolio under the supervision of the Executive Director. • Develops and implements investment strategy that maximizes returns while staying within strict Washington State statutes and Port policies. • Presents quarterly investment reports to the Commission. • Oversees all reporting related to the investment functions. • Develops funding alternatives for capital improvements and economic initiatives. • Develops and makes recommendations on debt issues, financial advisors, underwriters and bond counsel. Structures bond issues, prepares official documents and obtains bond ratings with the help of specialists. Responsible for all debt service payments. •
5%	<p><u>General Port Management:</u></p> <ul style="list-style-type: none"> • As a member of the management team, contributes to the Port’s overall strategic plan, goals and initiatives and other Port-wide efforts. • Meets with Port Commissioners, Executive Director, to coordinate and review projects, initiatives, programs, and schedules. • Creates a positive, team-oriented and safety conscious environment. • Attends and participates in regular and special meetings of the Port Commission and reports on developments regarding audit and finance matters as well as any special projects. • Attends weekly management staff meetings. • Performs other duties, responsibilities and special projects as may be assigned.

QUALIFICATIONS

Knowledge, Skills, & Abilities Required:

- In-depth understanding of governmental accounting standards, reporting requirements and their practical application.
- Knowledge of accounting programs and software and its practical uses.
- Ability to work independently with limited supervision. Must be extremely self-motivated.
- Ability to multi-task and work on several projects at one time.
- Ability to take initiative to problem-solve within the bounds of Port statutes, policies and expected quality of service.
- Ability to effectively present information to customers and stakeholders.
- Excellent verbal and written communication skills and presentation skills.
- Must have impeccable customer service skills and strategies.
- Ability to present business cases to the public and to the Board of Commissioners in open public meetings.
- Ability to perform complex business calculations in order to analyze business and financial opportunities.
- Ability to analyze contracts, agreements and documents to identify issues and recommend potential solutions.
- Ability to prioritize and deal with problems involving several concrete variables related to contractual obligations or standards and in circumstances where some standardization exists.
- Ability to travel, including internationally, as needed.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to effectively use computer software including Microsoft Word, Excel, Outlook, PowerPoint and property management programs.
- Ability to proficiently utilize calculators, copy machines and other office equipment
- Ability to read, write and speak the English language at a level for efficient job performance.
- Ability to read, analyze and interpret business periodicals, government regulations, and Port handbooks.
- Ability to write reports and fill out forms accurately.

Preferred Work Experience:

- 5 or more years' experience managing financial services including investments and budget administration for a government entity in the state of Washington.
- Municipal accounting and auditing including the audit process through the State Auditor's Office & BARS cash basis accounting.
- Experience as a manager or department head for at least 5 years.
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Preferred Education and Training:

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PHYSICAL and WORKING CONDITIONS

While performing the responsibilities of the position, the employee is generally required to meet the following physical demands:

1. **Strength**
 - a. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
2. **Movement**
 - a. STOOPING - Bending body downward and forward. May require full use of the lower extremities and back muscles.
 - b. REACHING - Extending hand(s) and arm(s) in any direction.
 - c. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands.
 - d. FINGERING - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand/arm.
3. **Auditory**
 - a. TALKING - Accurately and efficiently expressing or exchanging ideas by means of the spoken word.
 - b. HEARING - Receiving detailed information through oral communication by perceiving the nature of sounds.
4. **Vision**
 - a. NEAR ACUITY - Clarity of vision at 20 inches or less.
5. **Travel**
 - a. Some in state travel will be required for seminars or Port industry meetings. Less than 1 day per month.

Working Conditions

- a. OFFICE ENVIRONMENT - Work is mostly performed in a climate-controlled facility providing reasonable comfort and security. Noise level is usually low. Some travel between work locations may be required.

The job duties as defined are an accurate reflection of the work to be performed by this position.

Approval Signatures:



Executive Director

4/6/23
Date