



Chief Financial Officer
Port of Everett
\$170,000 - 180,000
Excellent Benefits Package

www.portofeverett.com



Summary

The Chief Financial Officer manages the financial, purchasing and risk management functions of the Port in an efficient and effective manner to grow and protect Port assets, and serves by Commission appointment as Auditor and Treasurer. The CFO also guides the information systems of the Port to maximize resources and assure continuity of operations.

Responsibilities

Port Management:

- + Function as a member of the Executive Group, providing policy and strategic guidance to the Commission and Port employees.
- + Collaborate with the Executive Group in the formulation and management of the Port's annual operating and capital project budgets in support of the Port's overall financial plan.
- + Direct the following functions: finance, accounting, payroll, employee benefits, purchasing and IT; and supervise assigned staff in accordance with the Port's Supervisor Job Description (Attachment #1) ensuring that they are provided the opportunity to work in a positive, team-oriented environment.
- + Prepare and administer the Finance Department budget, ensuring that the department stays within budget. Implement cost control measures as necessary.
- + Direct the development of integrated systems, including electronic filing, payroll account and finance software with the goal of streamlining processes, increasing accuracy and capturing key performance data to better inform and direct the Port's activities.
- + Serve on the Port's labor negotiations team, providing financial, budget and policy expertise.

Finance:

- + Develop and implement financial policies for the Port in consultation with the Executive Director and Port Commission.
- + Manage the Port's investment portfolio responsibly to the highest reasonable return and within state law and Port policy, and assure availability of funds to meet current expenditures.
- + Maintain the Port's debt structure in a fiscally responsible manner and at the lowest reasonable cost.
- + Act as the Port Auditor and Port Treasurer, as assigned by the Port Commission, monitoring Port activity for compliance with state audit requirements.
- + Assure compliance with GAAP and GASB and applicable rules and regulations as promulgated by the State Auditor's Office.

Risk Management:

- + Manage the Port's insurance procurement, develop and implement risk management and compliance policies.
- + Ensure timely notice of claims to insurance carriers are filed and coordinates necessary follow-up actions.
- + Partners with key stakeholders to develop and implement risk management programs.
- + Identify potential risk exposures and recommend solutions.
- + Manage settlement or litigation actions in coordination with the Port attorney.

PORT OF EVERETT: BY THE NUMBERS



3 Lines of Business:
Seaport, Marina &
Real Estate



\$21 BILLION Worth of U.S.
Exports Annually



Largest Public Marina
on the West Coast



Approximately
50+ commercial
leases



1.5 million sqft
mixed-use
development



Financial Analysis/Reporting:

- + Oversee the development and maintenance of financial performance reporting, measuring budget to actual revenue and expenditures for all departments.
- + Develop and deliver presentations of the Port's financial position to the Commission, the public, and for publication.
- + Provide required reporting to the Port's bondholders, rating agencies, other financial institutions, federal and state agencies, and appropriate associations and councils.
- + Analyze performance of departmental units to identify efficiencies, opportunities and needed improvements.
- + Prepare long term forecasts to assess financing needs and strategic planning.

Budgeting:

- + Lead the development of the Port's annual operating and capital budgets, for approval by the Executive Director and the Commissioners.
- + Monitor overall departmental expenditures to assure adherence with spending guidelines.
- + Monitor revenues of operating departments to assure that returns are consistent with established guidelines.

Purchasing:

- + Provide overall direction for purchasing policies within the Port.
- + Provide guidance on procurement strategies for capital purchases.

Qualifications

Preferred Work Experience:

- + Ten (10) years progressively responsible experience in the financial management of a mid-to-large size public entity, including experience working with a public Commission/Board of Directors.
- + Experience supervising IT professionals in the maintenance of information and communication systems.

Preferred Knowledge, Skills, & Abilities:

- + Bachelor degree in Business Administration, Finance or Public Administration; Master's degree preferred.
- + Certified Public Accountant.
- + Strong leadership, management and supervisory abilities.
- + Strong skills in intergovernmental relations.
- + Knowledge of long-term financial forecasting and strategy development.
- + Knowledge of risk management and insurance.

Knowledge, Skills, & Abilities Required of all Exempt Employees:

- + Demonstrate expertise specific to their profession, and maintain appropriate licensing/certification.
- + Possess intermediate level personal computer skills and the ability to effectively utilize electronic communication systems.
- + Display the diplomacy necessary to address sensitive issues or complaints — both public and private.
- + Possess effective conflict resolution and personal negotiation skills.
- + Exhibit high ethical standards in the execution of position responsibilities.
- + Cultivate and contribute to a dynamic, team-oriented work environment by being responsive, timely, respectful and knowledgeable.
- + Communicate effectively in English, including the ability to read, write, analyze and interpret complex documents and other written material.
- + Have the ability to make effective and persuasive group presentations.
- + Have the ability to obtain a Transportation Worker Identification Credential (TWIC).
- + Possess a valid driver's license, and maintain insurability under the Port's auto insurance plan.
- + Respond to evening, night or weekend concerns/needs as required to fulfill position responsibilities.