

Employee Name:		Phone:	
Position Title:	Finance Director	Grade:	Q
Department:	Finance Department	Date:	
Supervisor/Title:	Sam Gibboney Executive Director	FMLA Status:	Exempt
Working Title:	Director of Finance	Emp. Status	Full Time
Location of Employment:	606 Columbia Street NW, Suite 300		

Position Overview

The Finance Director is the chief financial officer of the Port of Olympia and reports directly to the Executive Director. The director develops and implements financial strategies for the Port, including budgeting and capital planning, debt management, asset liability management, and cash management. Also provides financial management, particularly in the areas of new business ventures and the treasury function.

The Finance Director is responsible for planning, organizing and directing the Port's finance, accounting, information services and audit. The Finance Director will participate in the management of the Port's insurance and risk management program along with the Port's Human Resources, General Counsel, and Executive Services Director.

The Finance Director has the operational oversight and is responsible for the Finance Division including leading and setting the strategic direction for the staff within that division. The Finance Director works with the Executive Director and the Controller to ensure operational effectiveness of the Finance Division and ensures the Port is meeting its legal obligations regarding budget and financing. The position serves as a member of the Executive Team and contributes to the Port's overall strategic foundation goals and strategies. Performs ad hoc as well as directed return on investment, cash flow analysis and what-if scenarios. Responsible for fostering a rewarding, yet challenging work environment within the Finance department.

Essential Job Functions (Primary Duties)

The essential duties and responsibilities of this position include, but are not limited to the following:

1. Oversee the preparation of the Port's operating and capital budgets.
2. Prepares and updates the five-year financial plan and other long-term projections and plans.
3. Ensures the Port complies with finance related RCW's, including but not limited to the proper filing of the annual budget and tax levy with the County.
4. Prepares cash flow projections, pro-forma analysis, life cycle costing and financial modeling.
5. Overall internal control and risk management structure related to asset management and financial reporting systems.
6. All aspects of the Port's cash management system.
7. Works with consultants, other Port staff, legal counsel, financial advisors and auditors on Port financial matters including bond debt issues, real property acquisition, compensation programs, labor negotiations, litigation and other significant business matters.
8. Works closely with directors and business managers during lease/business negotiations by providing due diligence financial analysis of significant customers/tenants.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

9. Works closely with directors and business managers to develop business plans and optimize business performance.
10. Oversees financial and insurance benefits coordination and planning for both liability and employee benefits.
11. Develops and maintains long-range financial plans consistent with the Port's Comprehensive plans.
12. Supervises the Controller including developing and monitoring of work plans.
13. Attends Commission and other special meetings, providing financial related presentations and analysis to provide both the commission and public with critical information as directed.
14. Provides liaison support between staff and consultant for computer issues and help desk support.
15. Manages and approves computer equipment and supply purchases.
16. Coordinates training requests for computer training.
17. Develop and implement a strategic plan for Information Services program.
18. Lead the IS Review Team in implementing the strategic plan.
19. Manage the computer inventory and replacement program.
20. Manage and oversee the communication devices program for the port including cell phones, desk phones, and other devices used for communication.

Supervisor Responsibilities

Supervise the Controller

Accountability

All employees are held accountable to the Port of Olympia Employee Values

Minimum Qualifications (Experience / Education Required)

- Bachelor's Degree in Accounting, Finance, or Business Administration.
- An advanced degree in business or public administration such as an MBA or MPA is preferred.
- Minimum of 8-10 years of experience in accounting or financial management.
- Extensive Excel knowledge and experience. CPA or equivalent preferred. Experience with Solomon Accounting Software and Management Reporter for MS Dynamics reporting preferred.
- Excellent communication skills, both oral and written, to boards, commissions and the general public is required.

Required Knowledge / Skills / Abilities

PC – 90% (includes accounting server & 10-key) – 5%, Fax/Modem – 2%, Phone – 5%, Car – 3%
Accounting, computer systems, training, team building, facilitation, financial analysis, leadership, and management are a must.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Check all that Apply

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					
Walking					
Climbing					
Sitting					
Stooping / Kneeling					
Lift/Carry up to 15 lbs.					
Lift/Carry up to 30 lbs.					
Lift/Carry up to 50 lbs.					
Push/Pull up to 25 lbs. of exertion					
Push/Pull up to 50 lbs. of exertion					
Work below waist level					
Work at waist to shoulder level					
Work above shoulder level					
Reach further than arm's length					
Fingering					
Grasping / Holding					
Talking					
Hearing					
Seeing					
Work in confined spaces					
Exposed to extreme temperatures					
Operate tools or machinery (incl. office equip.)					
Operate motorized vehicles/equipment					
Work at heights balancing					
Use/exposed to hazardous substances					

Signatures:

Employee Date

Supervisor Date Title

Director (if different than Supervisor) Date Title

****Return original with signatures to Human Resources.**

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