



POSITION DESCRIPTION

TITLE: Chief Financial Officer	STATUS: Exempt
REPORTS TO: Chief Executive Officer	FT/PT: Full-Time
DEPARTMENT / AREA: Administration	DATE: May 2024

PURPOSE:

As a core member of the leadership team, the Chief Financial Officer (CFO) is the principal financial leader for the Port contributing to setting and achieving strategic plans and goals. Responsible for providing tactical direction and oversight of the financial efforts of the Port to ensure financial stability and future growth. This leader will work with staff and the Port Commission offering a comprehensive approach encompassing accounting with all areas of business. The CFO is responsible for planning, organizing, and directing the Port's finance, treasury, accounting, audit, data processing, human resource, risk management, and other related functions.

ESSENTIAL FUNCTIONS:

- Work effectively as a key member of the Port's leadership team's business decision making process, understanding others' perspectives while providing financial concepts.
- Participate in establishing strategic goals and bringing forth initiatives to enhance the Mission, Vision and Core Values of the Port.
- Provide accurate financial management services, including financial analysis, planning, cash management, investments, and assistance with bond issues. Responsible for liaison with bankers, county and state investment officers, and investment services.
- Manage the efforts of the Accounting Manager to ensure a quality team is handling the financial/accounting functions of the Port. Ensure Accounting processes and procedures are compliant.
- Develop short and long-range plans to guide the Port's auditing, finance, investment and related administrative programs in a manner that is consistent with the Port's strategic plans and goals.
- Develop annual, long range and periodic budgets and budget reports for the Port in collaboration with department heads, CEO and Port Commission: prepare operating and capital budgets, monthly budget comparison reports, and analyze budget information and funding. Communicate information to relevant parties in understandable format.

- Serve as the Port auditor and main liaison with various outside auditors in their examination of Port accounting practice, financial statements and reports, and all other audit related issues.
- Prepare the Port's Annual Report according to the Budgeting, Accounting and Reporting System (BARS) Manual and Generally Accepted Accounting Principles (GAAP). Analyze operating results and counsel the Chief Executive Officer (CEO) and department heads; prepare special reports and analysis as required to make specific recommendations for management consideration and/or action.
- Direct the Port's human resource function, including administration of salaries, employee policies, benefits for union and non-union employees, new employee orientation, Workers Compensation, and Unemployment Insurance claims.
- Attend and participate in regular and special meetings of the Port Commission and various outside organizations. Present reports on developments regarding audit, finance, investment, and related administrative matters.
- Responsible for the Port's risk management and other related administrative, finance and accounting areas including insurance, purchasing and taxes. Organize and implement efficiencies and improved methods to reduce costs and increase revenues.
- Continually refresh knowledge to stay abreast of federal, state, and local legislation, safety and personnel regulations, industry changes and other items impacting Port operations.
- Serve as the Port Treasurer.
- Remain flexible and perform other duties, responsibilities and special projects as required.
- Serve as a role model in the organization and mentor of staff.

CORE COMPETENCIES / EDUCATION REQUIREMENTS:

A bachelor's degree required, with a major in accounting preferred. Advanced degree and/or CPA certification a plus. Minimum of five years professional accounting experience a must with financial(investment) management and private sector CFO experience desired. Two years professional supervisory experience is required.

Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities, and expectations may change at any time with or without notice.

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Thorough knowledge of accounting/financial management and computer systems and applications essential - knowledge of public sector accounting practices and procedures helpful. Both long-range fiscal planning and day-to-day accounting skills are required as is the ability to work in both arenas simultaneously. Experience handling human resource functions particularly involving labor union negotiations highly desired. Excellent written and verbal communications skills across all levels of employees and the public essential for this position. Approach to all areas of work with the highest ethics, good judgement and confidentiality required.

Demonstrated leadership ability including planning, guiding a team, decision making and problem-solving skills necessary for success in this position. Must be able to function independently, take initiative and work with a team to achieve results based on general guidelines or goals established in conjunction with others. Able to organize work and perform multiple tasks in a rapidly changing work environment.

WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities

- While performing the duties of this job, the employee is required to sit 2-3 hours at a time (at least 85% of job is sitting); use the hands to handle, finger, or feel objects, tools or controls.
- Successful performance requires specific vision abilities that include close vision and the ability to adjust focus.
- This position requires the ability to work at a high level of concentration in a fast paced, often highly demanding environment.
- Ability to present information and interact with others on a regular basis. Must be able to stay focused and handle multiple interruptions.

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