Port of Port Angeles
POSITION DESCRIPTION FORM

CHECK THE BOX THAT APPLIES:	☐ New Position	☐ Vacant Position	☒ Filled Position

POSITION TITLE: Chief Finance & Administrative Officer

INCUMBENT'S NAME (if filled position):

DEPARTMENT or DIVISION: Admin (80)

FLSA STATUS: Exempt	**SALARY GRADE:** 15

EMPLOYMENT CLASSIFICATION:

☒ Full-time	☐ Part-time %	☐ Seasonal

JOB SUMMARY

The Chief Finance & Administrative Officer is a senior executive officer of the Port and serves as the Port's principal financial, treasury, audit, budget, and administrative leader. Reporting directly to the Chief Executive Officer and serving as a member of the Senior Leadership Team, the CF&AO provides enterprise-wide financial strategy, fiduciary oversight, statutory compliance, capital financing support, audit coordination, and administrative leadership for the Port. The position is responsible for safeguarding public funds, ensuring accurate and timely financial reporting, supporting Commission decision-making, maintaining effective internal controls, managing financial and administrative risk, and aligning the Port's financial resources with its operating, capital, economic development, and strategic priorities.

SUPERVISORY RELATIONSHIPS

IMMEDIATE SUPERVISOR'S NAME:	SUPERVISOR'S TITLE:
Paul Jarkiewicz	Chief Executive Officer

1. Level of Authority:

- Supervision Given: The Chief Finance & Administrative Officer manages the accounting department and Human Resources within established practices and develops and motivates the team 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 other departments and may interact with the media on finance/budget related topics.
- Supervision Received: This position generally proceeds independently in accordance with the general plans, policies, and purposes of the department. Assignments are made in line with departmental objectives, with the Chief Finance & Administrative Officer making decisions based on precedents, commission-adopted policy, and professional judgment. The Chief Finance & Administrative Officer receives guidance for resolving conflicting priorities. Work is reviewed by the Chief Executive Officer for fulfillment of operating objectives and conformance with general policy and practice.

2. Leadership

The position requires direct supervision of the following management and Teamster Local 589 positions:

- 1 Management Accountant
- 1 Human Resource Administrator
- 3 Accounting Clerks

The position requires close coordination with all department managers regarding the Port budget process and budget variances.

3. **Independent Reporting to Commission**

- Serves as a key financial advisor to the CEO and Port Commission, including providing clear, accurate, and independent financial, audit, investment, budget, and debt-related information necessary for informed public decision-making.

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.

Essential Functions

Executive Financial Strategy & Governance

- Advises the CEO and Port Commission on financial strategy, long-term fiscal sustainability, capital planning, reserve policy, debt capacity, risk management, and statutory financial obligations.
- Develops and maintains financial frameworks that support operating performance, capital investment, grant matching, debt issuance, and long-term infrastructure renewal.
- Provides financial review and analysis for major business decisions, leases, acquisitions, dispositions, tenant improvements, capital projects, grants, and economic development initiatives.
- Ensures financial information presented to the CEO, SLT, Port Commission, auditors, bond counsel, financial advisors, lenders, and public stakeholders is accurate, timely, understandable, and defensible.

Finance & Accounting Management:

- Develop 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 the accounting team 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 in all Port operating centers.
- Manage front office reception functions provided by one of the accounting clerks.
- Directs the Deputy Auditor/Deputy Treasurer for 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 accounting team 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 Accounting Department.
- Stays current with accounting standards, including Government Accounting Standards Board (GASB) statements.
- Holds regular accounting and finance staff meetings to inform staff of developments or new information as well as facilitating team dynamics which encourage teamwork.
- Directs and manages the Human Resources Administrator

Treasurer:

- Leads or supports the financial components of bond issuances, state loan programs, grant-match strategies, capital funding plans, debt-capacity analysis, disclosure review, and long-term debt service planning.
- Serves as the Port Treasurer and supervises the Deputy Treasurer. The Port Treasurer is the custodian of the Port's money and administrator of the Port's financial transactions.
- Forecasts cash flow to determine excess funds for investing and funds needed through external financing.
- Manages investment portfolio.
- 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.
- Keep up to date on RCWs related to the Treasurer position as well as any other regulations or filings.

Financial Reporting and Analysis:

- Responsible for the completion of the Annual Financial Report filed with the Washington State Auditor's Office.
- Presents monthly cash & investment and 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 acquisitions and sales, capital improvement projects, and line of business analysis.

Budgeting:

- Responsible for budget development for the Port, including the preparation of its operating budgets and periodic budget variance reports.
- Responsible for the preparation of select areas of the budget.

Auditor:

- Serves as the Port Auditor and supervises the Deputy Auditor. The Port Auditor is responsible for ensuring 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.
- Establishes, monitors, and improves internal controls to safeguard public funds, ensure lawful expenditure of Port resources, support audit readiness, and maintain public confidence in the Port's financial operations.

Administrative, Human Resources & Organizational Support

- Provides executive oversight of human resources administration, payroll-related coordination, benefits administration support, personnel policy implementation, and administrative systems that support Port-wide operations.
- Supports organizational capacity, workforce planning, succession planning, employee relations, compensation administration, and compliance with applicable employment, labor, and public-sector requirements.
- Coordinates with the CEO, SLT, legal counsel, and department heads on administrative policies, internal controls, personnel matters, and organizational risk.

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 their 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 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:

- **Highly preferred:** senior financial leadership experience in a public agency, port district, municipal corporation, special purpose district, airport, maritime, utility, or similarly complex capital-intensive organization; experience with public debt, audits, grants, capital planning, investment management, labor/HR administration, and public governing board presentations.
- 5 or more years' experience directing financial services including investments and budget administration for a government entity.
- Experience as a 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 and directing the work of accounting and finance personnel.
- Work experience managing union personnel preferred.

Preferred Education and Training:

- Bachelor's degree in accounting, business, or public administration, or a closely related field.
- A Master's degree in a related field is preferred.
- CPA certification preferred.
- Valid Washington State driver's license.

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 exceed 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.

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.