

## Port of Shelton - Job Description

**Job Title: Finance Manager**

**Supervisor: Executive Director**

---

**POSITION SUMMARY:** This position is located in the Port of Shelton administrative offices at 21 W Sanderson Way in Shelton, Washington. It is a full-time, exempt position. The Finance Manager performs a variety of complex accounting and personnel functions described below. The Finance Manager is responsible for the day-to-day accounting activities including but not limited to, producing monthly and quarterly financial statements, managing the AR and AP functions, grant administration, human resources/benefits coordination functions, and other governmental and reporting requirements.

This position is responsible for assisting the Executive Director by maintaining a high-level of professionalism in: financial record keeping, procedures, policy and regulatory compliance, and communicating as necessary, the financial status of the Port District.

The Port of Shelton Finance Manager must be able to maintain public trust – with the Port Commission, staff and citizenry and work with the Port's CPA.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ❑ Maintain and prepare accurate and current financial reports. Maintain up-to-date general ledger account analysis.
- ❑ Journal entry preparation and entry during the month, month end, and year end.
- ❑ Maintain the Port's fixed asset system, including all Construction in Progress accounts. This includes regular updates of fixed asset and depreciation records and maintenance and reconciliation of annual asset inventories.
- ❑ Coordinate with the Port's CPA, to prepare reports and annual financial statements and on ongoing finance projects. Provide audit support and preparation for audit by State Auditor's Office and other external agencies.
- ❑ Assist with the annual budgeting process.
- ❑ Retain accounting system records and in accordance with state and federal legal requirements; including grant accounting as necessary.
- ❑ Assist with monthly reconciliation and recording of Mason County Treasurer's Statements to assure compliance with BARS manual and internal policies.
- ❑ Prepare customer invoices as necessary, track customer payments and maintain accounts receivable function for the Port, including auto pay software for credit card processing, collection activities, and negotiation of past due accounts. Maintain customer deposit database.
- ❑ Manage accounts payable and work with vendors to resolve issues. Check for accuracy on invoices, verify back-up documentation, code or route for coding and process for payment. Maintain retainage payable database.
- ❑ Prepare quarterly and annual tax reports including but not limited to excise, leasehold, 1099's and various payroll reports. Prepares various finance reports as necessary.
- ❑ Assist the Engineering Manager in construction project contract review. This includes monitoring compliance with applicable laws and review of billings for contract and billing compliance.
- ❑ Maintain insurance Statement of Values detailed schedules and reconciliation to fixed asset listing.

- ❑ Payroll & Human Resource related requirements include:
  - ❑ Process payroll; review time records for accuracy, inputting data into payroll system; answers employee questions and troubleshoots related issues.
  - ❑ Produce various payroll reports for internal and external use, including reports required by government entities including 941, L&I, Employment Security and Dept. of Retirement Systems.
  - ❑ Process and complete all annual W-2 and W-3 forms, plus any other payroll related forms.
  - ❑ Understand and work with the health insurance, retirement and other employee benefit plans
  - ❑ Maintain personnel, healthcare and incident report files in a confidential manner.
  - ❑ Serve as the Benefits Coordinator and manage new hire orientation; including the creation of benefit packets, enrollment, and maintaining current benefit information for all employees. Provide administrative support for recruitment of new employees and ensure employment law compliance.
  - ❑ Review and maintain accurate and complete records for the Department of Retirement Systems.
- ❑ Manage all leasing functions including preparing and maintaining lease documents for industrial and commercial tenants. Oversee marina and hangar leasing activities.
- ❑ Perform relief and backup duties as necessary for administrative positions during absences and peak workloads (answering and directing incoming calls, sorting mail, typing, etc.)
- ❑ Perform other duties, special projects/assignments as directed by the Port Executive Director.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty above satisfactorily. Position has no supervisory responsibilities, but may train and offer guidance to other employees.

- ❑ **Education and/or experience:**  
 Must have an associate's degree in accounting or related business field and a minimum of five years-related office/bookkeeping experience preferably in Governmental Accounting. Appropriate college level degree may be substituted for experience. The candidate must be highly organized and comfortable working with multiple projects, deadlines and under stressful situations. Must be self-motivated, require minimal supervision, and at a minimum have knowledge of:
  - ❑ State of Washington, State Auditors BARS accounting system
  - ❑ Government accounting
  - ❑ Cash Basis accounting
  - ❑ Payroll, accounts receivable and payable experience
  - ❑ Human resource and OSHA regulations.
- ❑ **Skills:**
  - ❑ Ability to read and interpret documents such as grant and/or contract applications, agency rules and regulations, and other documents associated with proper business management. Ability to write routine correspondence. Ability to use tact and discretion in meeting with public; maintaining confidentiality as appropriate; and be courteous toward public and fellow employees. Must maintain a neat personal appearance and have the ability to communicate effectively both orally and in writing.

- ❑ Ability to calculate figures and amounts such as governmental match and percentages. Must be able to understand and compute interest rates, tax and growth rates, payment schedules and similar functions.
- ❑ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.

❑ **Computer/Software Skills:**

The Port of Shelton operates a local area network in a Windows based, IBM compatible environment. Computer skills necessary include:

- ❑ Microsoft Word
- ❑ Microsoft Outlook
- ❑ Microsoft Excel – must be able to generate/manipulate spreadsheets, including production of graphs, payment schedules, and analytics.
- ❑ QuickBooks.
- ❑ Ability to use email and electronic file functions.
- ❑ Ability to operate standard office equipment including use of copier, facsimile, and must be 10 key proficient.

❑ **Certificates, Licenses, Registrations, Professional Knowledge:**

- ❑ Must possess a valid State of Washington driver's license and provide proof of insurability.
- ❑ Must be bondable and have satisfactory credit history and agree to a credit and/or background check.
- ❑ Willingness to serve as Notary Public is appreciated.
- ❑ Open to ongoing training to gain professional knowledge with evolving regulations, accounting practices, and other skills necessary for execution of duties and responsibilities described herein.
- ❑ Must have current knowledge of human resource practices and Washington Industrial Safety and Health Act practices and requirements.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❑ While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- ❑ Employee must have the ability to communicate one-on-one with public and in-group settings.
- ❑ The employee is occasionally required to drive an automobile.
- ❑ The individual hired must be able to work at a computer desk, sitting, for extended periods of time.
- ❑ The employee must frequently lift and/or move 20 pounds.

**WORK ENVIRONMENT:** The work environment can be described as an office environment with characteristics that are representative of those an employee would encounter while performing the essential functions of this job. The noise level in the work environment is usually low.

**EQUAL OPPORTUNITY EMPLOYER:** *The Port of Shelton is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.*

**SALARY & BENEFITS:** Salary Range \$55k-\$75k. Full benefit package includes healthcare and retirement.

January 2018 – Subject to Change