

## Position Announcement

### *Finance Operations Specialist*



**Department:** Finance  
**Employment Status:** Full-time exempt  
**Salary:** \$60,000 - \$65,000

**How to Apply:** Please submit the following to the Human Resources Office: A Port application as found on the website at [www.portofeverett.com](http://www.portofeverett.com), along with a resume and a cover letter addressing qualifications.

**Application Deadline:** 5pm, Friday, September 22, 2017

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#### **Position Description**

The Finance Operations Specialist provides professional and specific support and backup for grant administration, procurement and contracting services, as well as for capital asset management. This position also works in concert with the CFO and Controller in support of special projects and initiatives, and provides confidential administrative support to both the CFO and the Chief of Legal Affairs. In the absence of the Executive Office Manager, this position will serve as the primary backup.

#### **Essential Functions:**

##### Procurement/Contracting

- In conjunction with the Procurements and Contracts Administrator, research and validate contract compliance with Port purchasing policies and with public works law.
- Assist Capital Project Managers in drafting RFPs, ITBs and RFQs.
- Assist the Procurements and Contracts Administrator with the management of JOC work orders.
- Act as the primary back-up for the Procurement and Contracts Administrator.

##### Grants and Loan Administration

- In conjunction with the Grants Administrator, research and validate compliance with all legal and reporting requirements for federal, state and other third party financial grants, loans and contractual reimbursements.
- Collaborate with the Grant Administrator in drafting grant and loan applications.
- In coordination with the Grant/Loan Administrator, respond to staff and external inquiries regarding the grant/loan programs.
- Act as the primary back-up for the Grants/Loan Administrator.

### Capital Asset Administration

- In conjunction with the Lead Accountant, research and validate that departments and individuals are in compliance with accounting standards and Port policies.
- Assist the Lead Accountant in accounting for capital purchases and in capital budget compliance.
- Work with Capital Project Managers in providing reports and documentation for capital projects and in their management of budget and contractual constraints for those projects.

### Other Finance-Related Duties

- Participate with financial staff in developing policy and procedures, and training opportunities regarding those processes, to affected staff.
- Support internal audit processes as directed.
- Provide assistance to the Records Officer in maintaining physical and digital records management and control.

### Miscellaneous Contract Management

- Manage and administer general goods and services contracts as assigned.
- Audit assigned contracts for compliance.
- Review invoices for assigned services and code/submit invoices for payment.
- Provide oversight, training and monitoring of purchasing card program.

### Materials, Equipment and Supplies

- Acquire supplies, materials, tools, equipment and purchased services as designated in the Port's purchasing policy.
- Manage the inventory of small and attractive assets.
- Prepare competitive solicitations, evaluate bids and award contracts.
- Assist other departments in the acquisition of materials, equipment and services.
- Maintain the Port's Procurement and Contract files, including original copies of Professional and Service Contracts, the overall services contracts list, credit applications, and the associated retention schedules.

### Risk and Asset Management

- Maintain the database of insurance certificates, assuring that it is complete and up-to-date.
- Assist with emergency preparedness and disaster recovery activities as assigned.
- Track 3<sup>rd</sup> party claims against the Port, together with repair and replacement records.

### Public Records /Executive services

- Assist the Public Records Officer, the Chief of Legal Affairs and outside counsel in discovery and public records requests.
- Serve as backup in the absence of the Executive Office Manager.

**Knowledge, Skills, & Abilities (KSA's) Required of all Exempt Employees:**

The possession of the following KSA's by all exempt Port employees assures that the Port is maintaining a knowledgeable, capable, professional staff that is committed to the Port's mission. As such, all exempt Port employees are expected to:

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- 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.
- Demonstrate 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 and or weekend concerns/needs as required to fulfill position responsibilities.

**Preferred Work Experience:**

- Three (3) years' experience in procurement, contracting, and/or grant administration, preferably in the public sector.
- Experience with administrative processes in the public sector.
- Exposure to bidding Public Works Projects.

**Preferred Knowledge, Skills & Abilities:**

- Bachelor's Degree in Business Administration, Accounting or a related field; or equivalent experience.
- Advanced personal computer skills to include word processing, spreadsheets and databases.
- Knowledge of basic accounting principles.
- Must be able to be bonded.

The Port of Everett is committed to equal opportunity in all aspects of employment without discrimination on the basis of religion, age, sex, marital status, sexual orientation, race, color, creed, national origin, political affiliation, military or veteran status, or disability status. Applicants who require assistance with the recruitment process, will be reasonably accommodated.