

**PORT OF BENTON, WASHINGTON  
CLASS SPECIFICATION**

**Director of Finance and Administration**

<u>JOB FAMILY</u>		<u>FLSA STATUS</u>	
Administration		Exempt	
Salary Band Min. \$100,992 (\$48.55/hr)	Salary Band Mid. \$126,240 (\$60.69/hr)	Salary Band Max \$151,488 (\$72.83/hr)	

**CLASS SUMMARY:**

This class is responsible for the overall administration of the organization’s financial operations; operation of the Port administrative office, which include overseeing the administration of the office; and managing employee payroll, benefits, hiring, and training activities.

**BENEFIT INFORMATION:**

Mandated Benefits. The Port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following: Social Security (FICA) insurance, Industrial insurance/Workers Compensation coverage, Unemployment compensation, Military leave (based on both federal and state requirements), Pregnancy disability leave, Family and Medical Leave Act (FMLA) of 1993, The Family Care Act (FCA) of 2002, The Washington Paid Family & Medical Leave Act (2020).

Additional Benefits for Employees. The following benefits shall be administered consistent with Port eligibility requirements.:

- The following paid leave plans shall be administered: Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year. Holidays. The port shall observe the following eleven (11) holidays: New Year’s Holiday, Martin Luther King, Jr., Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Native American Heritage Day (the day after Thanksgiving), Christmas Day.
- Bereavement Leave. Time off to attend or plan for funeral or memorial services of a close family member. Additional details are described within the Port’s Personnel Policy. Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency. Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- Retirement. Pension benefits that provide vested employees with post- retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS). Retirement benefits will be administered consistent with applicable Washington state laws.
- Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute all documents and to take all action necessary to implement such an arrangement.
- Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:
- Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects. Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction. The Port retains the right to modify or terminate healthcare benefits.
- Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows: Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and

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<p>limited life insurance for employees’ dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.</p> <ul style="list-style-type: none"> <li>• Accidental Death and Dismemberment (AD&amp;D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&amp;D insurance for themselves and/or their dependents.</li> <li>• Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.</li> <li>• Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer workdays combined with a non-workday each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.</li> <li>• Deferred Compensation (DCP). The Port of Benton will match up to 4%, any employee contributions to a Deferred Compensation Program (for example, if an employee contributes 2%, the Port will match 2%).</li> </ul>
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<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>FREQUENCY</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	
Oversees financial activities of the organization, which include: reviewing and auditing account activities for accuracy and compliance; auditing capital project activities; tracking grant financial activities; reconciliation accounts and financial statements; and preparing financial reports.	Daily 50%
Oversees the operation and administration of the Port administrative office, which include: supervising staff; conducting performance evaluations; developing, motivating, and training employees; and making hiring, termination and disciplinary decisions.	Daily 20%
Reviews some human resources operation of the organization, which include: reviewing human resources policy and employee manual in regards to financials; ensuring compliance with employee laws and regulations as pertaining to finances.	Daily 10%
Develops and administers budgets; reviews and approves justifications for budget items; monitors expenditures; and prepares budget reports.	Monthly 20%
Oversees employee payroll for procedure compliance and information accuracy; reviews and audits payroll data.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	N/A

<p><b><u>TRAINING AND EXPERIENCE:</u></b></p> <p>Bachelor’s degree in Accounting, Finance or Business Administration, and eight (8) years of finance and human resources management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.</p>
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**LICENSING/CERTIFICATIONS:**

- CPA License

**KNOWLEDGE OF:**

- Financial management principles, practices, and procedures;
- Auditing principles and standards;
- Budgeting principles;
- Financial analysis techniques;
- Financial system management principles;
- Report preparation techniques;
- Generally Accepted Accounting Principles (GAAP);
- Governmental Accounting Standards Board (GASB) including, but not limited to, a working understanding of lease and pension accounting and reporting requirements;
- Human resources practices;
- Mathematical and statistical principles;
- Interviewing techniques;
- Training principle;
- Compensation and benefits programs;
- Customer service principles;
- Applicable Federal, State and local laws, rules, and regulations;
- Record keeping techniques;
- Computers and related software applications.

**SKILL IN:**

- Applying accounting principles and practices;
- Preparing and monitoring budgets;
- Reading, comprehending, and analyzing financial statements;
- Compiling and verifying financial data;
- Preparing and maintaining financial statements and reports;
- Maintaining financial systems and processes;
- Interpreting and applying applicable laws, rules, regulations, policies and procedures;
- Monitoring legal and regulatory changes pertaining to finance;
- Compiling, analyzing, and summarizing information;
- Presenting training materials;
- Interviewing applicants;

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- Maintaining confidentiality;
- Providing customer service;
- Preparing reports and maintaining records;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASS HISTORY INFORMATION:**

Draft prepared by David Billetdeaux