



# Port of Woodland

## EMPLOYMENT OPPORTUNITY

The Port of Woodland is a special purpose district in Southwest Washington that represents approximately 15,000 residents and is overseen by three elected Commissioners and works with five other staff positions. The Port operates four industrial parks, dark fiber optic infrastructure, manages multiple public spaces, two owners' associations, and in preparation of marine terminals. The Port balances its finances through property taxes, grants, loans, bonds and revenues from operations. For more about the Port of Woodland, visit [www.portofwoodland.com](http://www.portofwoodland.com).

### JOB DESCRIPTION:

**POSITION: Finance Manager**

**Reports to: Executive Director and Port Commission**

**FSLA: Exempt- Regular Full Time**

**Salary Range: \$110,000-\$125,000 pending qualifications plus full benefit package**

### JOB SUMMARY:

The Port Finance Manager performs the financial, accounting and auditing functions for the Port. This person regularly reports the financials of the Port to the Executive Director and is appointed as Auditor by the Port Commission. The position entails having an entire oversight of the Port's finances and they should be knowledgeable and able to identify activities that can enhance or detract from the Port's goals and mission. The Finance Manager prepares financial reports, warrants and vouchers and debts/aging reports to the Port Commission monthly.

### RESPONSIBILITIES:

The position is responsible for the Port's accounting and financial functions including Accounts Payable, Accounts Receivable, Payroll Manager, Cashbook and state and federal audit reporting. The Port operates numerous land and building leases, an RV Park, fiber optic utility leases, and public recreational spaces.

- **General Accounting**

Reconciles and administers cash and investment accounts to the Cowlitz County Treasurer's reports, who serves as the treasurer for the Port of Woodland. Prepares timely, accurate and conforming monthly financial reports including revenues and expenditures and making necessary transfers of funds; Conform budgets, revenues and expenditures to Washington State Budgeting, Accounting and Reporting System (BARS). Administer accounts receivable and payable. Manage port debt and maintain loan schedules; keep records of debt and interest payments for budget forecasting. Dredge material surplus sales activity. Prepares and submits state B&O, excise, leasehold, tax/sales tax report and payroll quarterly taxes. Prepares year-end financial statements and annual report to the State Auditor's Office.

- **Budget/Audit Management**

Review the draft annual Port budget and input adopted budget to QuickBooks. Prepare and maintain documents needed by the Washington State Auditor for all state and federal audits.

- **Financial Reporting**

Prepares and presents monthly financial reports (including warrants and vouchers and debts/aging reports) for the Commission. Prepares year-end financial statements and annual report to the WA State Auditor's Office. Prepares ad hoc financial reports as requested or on an as needed.

- **Payroll Manager**

Perform and administer Port benefit programs and enroll new employees; Facilitate annual open enrollment period for medical, dental, vision and life insurance plans; Employee payroll, paid-time off management, and retirement management. The Port utilizes a third-party payroll firm, GSNA.

**JOB REQUIREMENTS:**

The Finance Manager will attend Port Commission meetings, trainings, and conferences applicable to the position and agendas, and ensure compliance to current Washington State Cash Basis Budgeting, Accounting and Reporting System (BARS) regulations, GASB regulations, SAO regulations and policy, labor and employment laws. The position requires possess valid drivers' license and transportation.

**EXPERIENCE:**

Candidate should possess (preferred) cash basis government accounting in the state of Washington and have three years of experience including bookkeeping experience. Candidates should possess a strong work ethic and able to multi-task.

**DETAILED SALARY INFORMATION:**

\$110,000-\$125,000 depending on qualifications plus generous benefit package including paid time off (PTO), paid holidays, public employees' retirement (PERS), employer paid insurance or VEBA, PMFL, and CARES.

**ANTICIPATED START DATE:**

September 1, 2025

**CLOSING DATE:**

August 15, 2025 or until filled

**TO APPLY:**

Interested Applicants need to submit a resume to [jkeene@portofwoodland.com](mailto:jkeene@portofwoodland.com) or submit to Jennifer Wray-Keene, Executive Director at the Port of Woodland Administrative Office located at 1608 Guild Road, Woodland, WA.