RECRUITMENT AT A GLANCE

Finance & Administration Manager

Chehalis, Washington

Annual salary: **$70,000–$85,000**

Employment: Full-time, non-exempt

Accounting • Payroll • Public Finance • Administration • Commission Support

We're Hiring! Finance & Administration Manager

Port of Chehalis | Chehalis, Washington

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Reports to: Chief Executive Officer

Join a Small Team Making a Big Impact

Are you an organized, detail-oriented professional who enjoys variety in your work and being part of a collaborative team? The Port of Chehalis is seeking a Finance & Administration Manager to help support our operations and our mission of creating economic opportunities in Lewis County.

About the Port of Chehalis

Established in 1986, the Port of Chehalis is a small, local government agency dedicated to growing and diversifying the regional economy and fostering high-quality job creation. Governed by three elected Commissioners, the Port supports economic development through industrial property development, infrastructure investments, business partnerships, and projects that strengthen our local economy.

As a small organization, our team members work closely together and play an important role in accomplishing the Port's mission to serve the public.

About the Position

The Finance & Administration Manager is a key member of the Port's team, responsible for managing day-to-day financial operations and administrative functions. Working directly with the CEO, this position helps ensure financial accountability, regulatory compliance, and efficient organizational operations.

This is an excellent opportunity for someone who enjoys both financial management and administrative work, takes pride in accuracy and organization, and appreciates working in a small, team-oriented environment.

What You'll Do

- Manage daily accounting activities, including accounts payable, accounts receivable, payroll, reconciliations, and financial reporting.
- Assist with annual budgeting, financial monitoring, grants, and capital project accounting.
- Coordinate annual financial reporting and audits, maintain financial controls and compliance with applicable laws and policies.
- Coordinate Port Commission meetings, agendas, minutes, and required legal notices.
- Serve as the Port's Auditor, Treasurer, and Public Records Officer.
- Support office administration, personnel records, benefits administration, asset tracking, and organizational recordkeeping.
- Work collaboratively with Port leadership, Commissioners, staff, tenants, and community partners.

See job description for full list of duties.

What We're Looking For

Our ideal candidate is dependable, organized, approachable, and comfortable balancing multiple responsibilities.

Minimum qualifications:

- Three years of progressively responsible experience in accounting, bookkeeping, office administration, or other related field.
- Working knowledge of accounting, payroll, financial reporting, and internal controls.
- Proficiency with accounting software, Microsoft Office, and electronic recordkeeping.
- Strong communication, organizational, and problem-solving skills.
- Ability to work independently, maintain confidentiality, and contribute positively to a collaborative team.
- Valid Washington State driver's license and reliable transportation.

Equivalent combinations of education and experience will be considered.

Preferred, but not required:

- Education or certification in accounting, bookkeeping, business administration, or a related field.
- Experience in local government, public agencies, or port districts.

- Familiarity with Washington State BARS, governmental audits, grant financial reporting, or public records requirements.

Government accounting experience is not required. We welcome applicants with relevant private-sector experience who are willing to learn public-sector requirements. Training will be made available for the right candidate.

Why Work at the Port?

- Make a meaningful contribution to economic development in Lewis County.
- Join a small, collaborative team where your work matters.
- Enjoy a diverse role with opportunities to develop your skills and flexible workplace.
- Work directly with Port leadership and support projects that benefit the community.
- Generous benefits include:
    - Employer provided medical, dental and vision insurance
    - PERS retirement plan,
    - HRA-VEBA contributions
    - Paid vacation and sick leave
    - Opportunities for professional growth through employer-supported education and training, subject to management approval.

How to Apply

Application materials: Resume and Cover Letter
Submit applications to: Hiring@portofchehalis.com
Application deadline: Nov. 20th, or until filled.

View the complete position description at https://portofchehalis.com/job-opportunities/.

The Port of Chehalis is an equal opportunity employer. Reasonable accommodation is available in accordance with applicable law.