



Director of Finance and Administration

Port of Edmonds



Work on the waterfront in beautiful Edmonds, Washington! If you're looking for a rewarding career with exceptional benefits, a collaborative team, and the chance to make a real impact—look no further. The Port of Edmonds oversees a vibrant waterfront with a full-service marina, dry storage facility, and the Harbor Square Business Complex. We're proud to deliver one of Puget Sound's best customer service experiences, backed by high-quality facilities and a commitment to excellence.

We're currently seeking a Director of Finance and Administration to lead the Port's financial operations. This pivotal role is responsible for overseeing financial planning and reporting, annual budgeting, investment portfolio management, and the Port's risk mitigation program.

Beyond technical expertise, we're looking for a leader. You bring out the best in others through thoughtful coaching, clear and confident communication, and a commitment to fostering a positive, high-performing team culture. As a member of our executive team, you'll play a vital role in shaping the Port's long-term success.



What you'll focus on:

- Lead the port's financial management with a collaborative mindset and the ability to work cross-functionally
- Maintain organized and accurate financial records for reporting, budgeting, investing, and planning
- Provide leadership to the administrative team, including developing departmental goals that align with key Port initiatives
- Use strong analytical skills to solve problems, streamline processes, and increase efficiency
- Collaborate with the Executive Director to actively support the Port's mission, vision, and values



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Your skillset includes:

- Knowledge of budgeting, accounting, and reporting requirements, as they apply to a Washington municipal corporation
- Ability to prepare written reports and communicate trends and data to the Executive Director, Commission, and others as required
- Strong written and verbal communication skills with an ability to effectively engage with various audiences and all levels of the organization
- Comfortable delivering formal presentations in diverse settings, including one-on-one meetings, small groups, and large audiences
- Excellent interpersonal skills for engaging with elected officials, agency representatives, and other key stakeholders
- Proficient in gathering and analyzing relevant data, identifying key variables, and applying logical reasoning to develop actionable conclusions or recommendations
- Adept at balancing short-term demands with long-term strategic goals
- Advanced skills in Microsoft Office Suite, with aptitude for learning new technology and applications to support financial operations



Your work experience includes:

- Minimum five years of senior-level responsibility for budgeting, accounting, and financial reporting, preferably within a Washington State municipal corporation or similar public-sector environment
- At least five years of supervisory experience, with a proven ability to lead, coach, and develop high-performing teams
- A demonstrated ability to assign responsibilities clearly, set measurable objectives, monitor progress, and implement effective feedback mechanisms
- Organizing work in a structured and strategic manner, maintaining open communication with direct reports, and fostering a culture of accountability and excellence
- Involvement with insurance and related risk management functions
- A proven ability to prioritize and manage multiple tasks under tight deadlines while staying highly organized

Additional Information:

2025 Budget - https://portofedmonds.gov/wp-content/uploads/2025_Annual_Budget_Final.pdf

2024 Annual Report - <https://portofedmonds.gov/wp-content/uploads/Year-End-2024-Financial-Statements-Final-Version.pdf>

Financial Information Page - <https://portofedmonds.gov/financial-information/>



Position Responsibilities

- Ensure the administration and finance team delivers the highest standard of customer service
- Establish and maintain systems of internal controls to achieve effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations
- Lead the development and management of the annual operating budget and capital expenditure plan
- Act as Auditor and Treasurer in accordance with RCW 42.24.080 and RCW 53.36.010
- Manage the treasury functions, including management of the investment portfolio and balancing cash reserves
- Assess debt structure and coordinate capital financing to minimize the cost of capital
- Establish and maintain relationships with external financial service providers, including insurance and risk management, treasury services, banking, broker services, auditors, underwriters, and bond counsel
- Oversee the insurance program, including the renewal process to procure property, liability, and related insurance coverage through a commercial insurance broker
- Implement and oversee financial and accounting policies and procedures to ensure compliance with accounting standards and state and federal regulations (GAAP, GASB, A-133, etc.)
- Oversee the continuous improvement of accounting and financial processes and management information systems to achieve best practices
- Develop and perform all month-end accounting functions through period closings, prepare all monthly and yearly financial reports, and report financial status to Executive Director and Commissioners as requested
- Provide technical assistance for accounting issues, processing A/P, A/R, and payroll
- Attend and present financial information to the Commission and staff at monthly Port Commission meetings
- Manage the claims for damage program
- Maintain and update the fixed asset schedule
- Calculate and file quarterly business taxes
- Collaborate with the executive leadership team for growth strategies or areas for improvement
- Oversee the development of forecasting and financial modeling to support the development of long-term strategic initiatives and business plans
- Monitor all grants for budget compliance
- Ensure departments receive accurate financial information through regular reporting and analysis
- Manage and maintain current and archived files in accordance with the Washington State Records Retention Schedule
- Develop relationships with local governmental agencies, statewide associations, and professional organizations to produce strategic alliances, professional networks, and interagency opportunities
- Other duties as assigned



Pay and Benefits

- Starting pay \$145,000 - \$170,000 DOE
- Position is classified as Exempt
- Medical, dental, vision, and prescription insurance paid up to 100% for the employee and their dependents
- Retirement benefits through the Washington State Department of Retirement Systems, PERS
- Paid vacation and sick leave, including 11 paid holidays per year
- 35k Life insurance with add-on options for low-cost supplemental coverage
- Flexible benefits plan that includes a Medical Flex Spending Account and Dependent Care options
- Deferred compensation plans offered through the Washington State Department of Retirement Systems
- Health and wellness credit to cover gym or activity memberships
- Training and education reimbursement plans



To apply for this position, please:

- Complete the online Port of Edmonds application form, found at <https://portofedmonds.gov/business/employment/>
- Upload your cover letter and resume at the end of the online application form

***The first review of applications will occur on
9/29/2025. Position is open until it is filled.***