

Posting Period

February 28, 2017 –
Open Until Filled

Compensation

Starting salary range is
\$5,896/mo - \$7,665/mo

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Finance

Reports To

Director, Financial Planning
& Treasury

To Apply

<https://careers.portoftacoma.com>



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



www.portoftacoma.com

Job Summary

This is a senior-level professional position responsible for coordinating, conducting and documenting financial analysis project that influence the strategic direction of the Port and the Northwest Seaport Alliance (NWSA). The Sr. Financial & Budget Analyst provides business leaders and executive management with the information necessary to make informed business and strategic decisions by providing high level, complex financial analysis and recommendations on individual business opportunities and on longer term strategic alternatives.

This position helps develop and deliver the annual operating and capital budgets for the Port and NWSA, which will require becoming an expert on the budget system, assisting in the creation of the budget, and helping develop the budget documentation and budget presentations. This position offers the ability to gain a deep knowledge of the financial drivers and operations of the Port and NWSA.

Essential Functions and Duties

- Coordinates with Planning, Engineering and the Commercial Team to gather costs, volumes & customer negotiation points in order to develop & maintain complex financial models for negotiation of long-term leases. Assists in negotiations, analyzes alternative business strategies, briefs staff on financial ramifications of lease negotiations, and reports on outcomes.
- Participates in budget processes, including updating the budget tool database with business rules, cost and revenue drivers, and staffing plans. Provides data, schedules and reports to support the annual budget process. Participates in development of the budget document and presentations.
- Coordinates efforts with the Northwest Seaport Alliance and Port of Seattle finance teams. Maintains ongoing communication with both finance teams to ensure information is shared and financial issues are identified in a timely manner. Develops expertise in the North Harbor's (Port of Seattle) assets assigned to the alliance, including: knowledge of revenue and operating expense sources; departmental costs; allocations; and capital investment needs.
- Researches financing, leasing and pricing at other ports and stevedoring companies to provide benchmarks that support management decision making. Prepares reports, financial analysis and financial process support for Lines of Business and other departments as required.

Required Experience and Education

A Bachelor's Degree in business administration with emphasis in finance, accounting, economics or related area is required. A Master's of Business Administration with a finance emphasis is highly desirable.

Previous job experience required includes a minimum of six (6) years of experience performing financial analysis, reviewing business performance and communication financial information is required. Strong systems acumen and significant experience with Microsoft Office and a Microsoft SQL based budget software such as Prophix or other Budgeting software experience required.

Sr. Financial & Budget Analyst - Recruitment #387

Knowledge, Skills, Abilities & Other Work Characteristics

Individual must have excellent analytical skills and the ability to work with minimal supervision. This position will coordinate the efforts of many people in a dynamic environment, and requires the ability to clearly articulate the objectives and strategies of the Lines of Business and departments, as well as the ability to influence leaders. Must have the ability to address and solve complicated financial issues through Net Present Value analysis, articulate model results and provide financial recommendations.

Experience developing revenue, operating expense, and departmental budgets is also required. The successful candidate will possess the ability to be part of a team and show leadership when required. Must be flexible and able to handle changing priorities within multiple situations. Expert skills in the use of Microsoft Excel, including functions, formulas, and pivot table skills, and proficiency in the use of Microsoft Word and PowerPoint are required. Strong organizational, as well as written and verbal communication skills are required.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The Port of Tacoma wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The Port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Working Conditions

Duties and responsibilities are performed in an office cubicle environment. Must be able to tolerate some noise and frequent interruptions. Most duties are performed sitting, with the majority of the day spent operating a PC and telephone. May require some bending and minimal lifting. Must be able to lift up to 10 pounds occasionally.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. The Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at <https://www.tsa.gov/twic>.

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

