

# Finance and Property Manager Job Description

**Position Title: Property & Finance Manager**

**Reports to:** General Manager

**Salary Range: \$60,000 - \$80,000**

## **Our Mission**

As Idaho's only seaport, the mission of the Port of Lewiston is to develop and manage assets and services that stimulate regional job creation and trade while enhancing the quality of life for Nez Perce County residents.

## **Our Vision**

The Port of Lewiston is a respected leader contributing to the region's economic growth and vitality, a model of excellence for transportation, international trade, infrastructure development, and job creation.

## **ORGANIZATION OVERVIEW**

### **About the Port of Lewiston**

The Port of Lewiston serves the community as the primary vehicle for public land acquisition and infrastructure development for economic development projects and activities to support job creation. From 2013 to 2022, the Port invested an average of \$1,169,363 per year into the Port District for economic development activities. This investment consists of \$405,000 in property tax revenues the Port receives annually plus additional revenues generated through Port operations. The Port's current development sites include the Harry Wall Industrial Park, Peter Wilson Business and Technology Park and North Port. Port-owned properties consist of approximately 189 acres and its operations are self-sufficient. Property tax revenue is utilized for economic development purposes. Revenue generated from general operations is sufficient to fund all general operations expenses.

In 2016, the Port of Lewiston began constructing dark fiber optic infrastructure within the Port District to establish an open access telecommunications network for economic development purposes. To date, the Port has constructed approximately 50 miles of dark fiber optic infrastructure including redundant paths across the Southway and Memorial Bridges.

The Port's plan is a phased approach in constructing an open access dark fiber network within the City of Lewiston, Nez Perce County and beyond. This network provides a fiber optic highway that is accessible to all service providers on an equal basis. The

open access infrastructure encourages free market access to all service providers desiring to offer competitive services.

## **OVERVIEW OF RESPONSIBILITIES**

The position has two primary areas of focus:

### Finance Management

The Finance Manager oversees the Port's accounting processes, including the Port's bookkeeping and monetary reporting processes. This position will be responsible for accounts payable and receivable, as well as payroll management. The Finance Manager will be instrumental in drafting the annual budget and in tracking budgetary compliance through the fiscal year.

The Finance Manager will track the Port's financial processes and make recommendations to the General Manager and Operations Manager for improvements. This position will have primary oversight of Port finances, tracking budgetary and timeline compliance. The Finance Manager will be a key piece of the Port's leadership team and will be expected to communicate both within the team and with others outside the Port in a professional, concise, and meaningful manner.

### Properties Management

The Properties & Finance Manager oversees the relationships with the Port's tenants and short-term leases. The position will be responsible for the lease agreements and the ongoing management of the condition of the leased property. Together with Port maintenance staff, this position will coordinate maintenance and repairs to all Port-owned property.

## **KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

**The major responsibilities of this position include, but are not limited to:**

### **Finance and Budgeting Leadership**

The Finance Manager is the Port's leader in managing the day-to-day and fiscal finances of the Port. This position will work closely with partners and stakeholders to develop the programs and processes that will drive financial stability and compliance. The Finance Manager will work closely with Port leadership to improve and modernize practices and programs. Communication with the Port Commissioners, the General Manager, and all stakeholders is a critical responsibility for this role.

The Finance Manager will serve as the Port's primary resource in planning, evaluating, drafting and improving the Port's budget in order to optimize the Port's strategic plan

and mission. This position will also manage the service contracts with providers associated with our financial programs.

### **Property Management**

This position will serve as the Port's primary contact for existing tenants. The manager will help build and sustain relationships throughout the Port, and will be the point person for questions regarding the leaseholds. The position will work closely with Operations and Maintenance to address tenants' needs and problem solve.

### **Port Leadership Team**

The Finance Manager will be a key member of the Port's Leadership Team, with input on strategic planning, budgeting, staffing, and all aspects of Port operations. This position will play a role in defining the Port's positions on issues such as preservation of dams, broadband policy, Port growth, and organizational development.

### **Port Processes and Process Improvement**

The Finance Manager will contribute to the optimization of Port processes, making sure the daily Port operations occur in a timely, safe, and efficient manner. In conjunction with the Operations Manager, the manager will evaluate the applicable operations with an eye toward continuous improvement.

### **MINIMUM EXPERIENCE/POSITION REQUIREMENTS**

- Bachelor's degree in finance or accounting preferred or equivalent experience in applicable field.
- 3+ years of progressively responsible work experience in the fields of accounting, finance, bookkeeping, and budgeting. Experience with municipal government practices is a plus.
- Professional ability to communicate across all types, including advanced skills in writing, speaking, listening, and persuading.
- Quickbooks experience preferred; Excel experience preferred.
- Experience in developing partnerships, building teams, and resolving conflict.
- Must demonstrate a high level of intelligence and intellectual curiosity with a desire to explore new ideas and innovative approaches to solving complex problems.
- Learning flexibility to be able to assimilate new concepts or opportunities.
- Possession of or ability to obtain a valid driver's license.
- Ability to successfully pass a background check and drug test.
- Experience working with teams in a fast-paced and dynamic environment.

The Finance Manager must have high integrity, a long-term strategic perspective, a strong sense of accountability, and the ability to get things done with passion and good judgment. They will have a fair and thoughtful approach to management with the

flexibility and courage needed to shift direction and experiment with new initiatives. They will possess excellent verbal and written communication skills, have a high energy level, possess grit, and frequently display a sense of humor.

## **CORE COMPETENCIES REQUIRED FOR THIS POSITION**

Strong Leadership: Leadership is a key management competency. Leadership includes:

- **Giving and receiving feedback:** Leaders often give feedback to team members to help them improve, but good leaders also take feedback from their team members. The process of giving and receiving feedback can help leaders solve problems within a project, spot risks and help team members succeed.
- **Keeping projects on schedule:** Leaders are responsible for monitoring the progress of a team, which can help keep projects on schedule. Managers who have leadership characteristics understand the tasks and roles involved with their projects so they can keep their projects on track.
- **Showing a vision:** Good leaders have a leadership vision. Managers should express a vision for a project that gives clarity and inspiration to everyone involved with the project.

Effective Communication: Communication is one of the most essential competencies for managers. Project managers communicate frequently with a range of people, including their team and project stakeholders. Therefore, it's crucial for leaders to know how to communicate well with a wide variety of people.

Technical Competence: The Finance Manager demonstrates technical competence on finance issues, such as payroll, accounts, and federal/state compliance to ensure the Port is a trusted leader, especially in the field of financial management.