

## **VICE PRESIDENT OF FINANCE Recruitment**

### **Position Summary**

The Vice President of Finance is responsible for directing and managing Port Tampa Bay's (PTB) fiscal functions in accordance with generally accepted accounting principles (GAAP), Government Accounting Standards Board (GASB) statements/pronouncements and other current financial and governmental trends and regulations, respectively. This includes managing the day-to-day administration of Port Tampa Bay's Finance Department and all aspects of accounting/bookkeeping functions, all financial reporting in accordance with both governmental and recognized accounting requirements and standards, internal and external audit oversight and coordination, financial systems and implementation, long and short-term debt issuance and administration of the Port Tampa Bay's internal controls and financial policies and procedures. A demonstrated ability to communicate effectively with Board Members, Executive Management and Senior Managers is critical to the success of this position. This position reports directly to the Chief Financial Officer.

### **Major Duties**

- Manages plans, organizes and directs day-to-day department operations including general ledger, payroll, accounts payable, billing, and collections, fixed asset management and cash control.
- Manages PTB's monthly and annual financial closings including all related responsibilities.
- Directs the preparation of all PTB financial reports including the PTB's Comprehensive Annual Financial Report (CAFR), monthly financial reports for PTB's Board and other standard financial reports.
- Directs the preparation of any financial reports required by Federal, State, or Local agencies or any other maritime related agency.
- Oversees cash control and treasury functions. Responsible for banking issues such as new accounts, sweeps, security, credit cards, ATM's, and credit cards, etc.
- Directs, supervises, trains, and evaluates the performance of department staff; regularly coaches and provides feedback to department employees to enable them to have confidence in what they do, help them grow and drive to excel.
- Directs the PTB Budget Process including the coordination and consolidation of all departmental budget information, preparation of budget reports and presentations for the PTB's Board and the preparation of the annual budget report provided to both internal and external parties.

- Ensures that all automated financial systems are operating efficiently and maintains a close liaison with the Information Technology Department to resolve all technical problems and to implement any upgrades or system enhancements on a timely basis.
- Maintains PTB system of internal financial controls including the supervision of all bank and account reconciliations and all account analyses.
- Serves as liaison with banking and financial service providers.
- Oversees the tracking of all grants including grant disbursement and ensures that all requests for reimbursement from the appropriate agency are made on a timely basis and in the proper format.
- Works closely with the CFO, independent financial advisor(s), bond counsel and other related parties on all short and long-term debt issuance and refinancings.
- Designs and implements effective financial policies and procedures ensuring they remain current with internal and external business and regulatory needs.
- Shares strategic thoughts and insight on financial reporting impacts and overall business perspectives with the CFO and Executive Team.
- Works closely with senior management and all department heads to develop and deliver timely, comprehensive financial reporting and advice;
- Build and utilize working relationships with internal employees and external business partners.
- Streamline work processes and realize cost and resource efficiencies.
- Perform other duties as assigned.

### **Education and Work Experience Requirements**

- Master's Degree in Finance and/or Accounting, from an accredited college or university required.
- Substantial Finance, Accounting and management experience gained through 15 or more years of progressively responsible assignments with at least 10 years as a manager of a comprehensive finance department is required.
- Financial experience at a senior management level required.
- Financial experience at a senior management level in a maritime-related or public administrative position is preferable.
- Certified Public Accountant (CPA) certification preferred.

### **Special Requirements**

- Incumbent must possess a current and valid Florida Motor Vehicle Operator's License or capable of obtaining one within thirty days from the date of hire.
- Must successfully pass a seaport security background check and compliance for a Transportation Worker Identification Credential (TWIC).

### **Additional Requirements**

- Must possess a thorough and comprehensive knowledge of the principles of financial accounting and management, administration, budget preparation, accounting and financial statement preparation, and the principles and practices involved in financial system operation and maintenance;
- Demonstrated ability to communicate effectively both orally and in writing with all levels of employees in particular with Board members, Executive Management and Senior Management;
- Demonstrate comprehensive knowledge of the administration and application of local, state, and federal laws and the Port Enabling Act.
- Implement and monitor effective and efficient internal controls to ensure the integrity of financial data and reports;
- Demonstrate the ability to supervise and maintain effective working relationships with subordinates and other management staff;
- Demonstrate the ability to tactfully enforce PTB fiscal policy;
- Readily respond to requests for service and support from all PTB employees;
- Demonstrate a high level of integrity and be trustworthy;
- Demonstrate the ability to be detail-oriented, use good judgment and ensure the accuracy of numerical data and cost-effective use of company budget dollars; and
- Be aware of and mitigate risk factors and ensure compliance with applicable regulations, legislation and PTB policies and procedures.

### **Application:**

Interested individuals should submit cover letter, resume and three professional references to [humanresources@tampaport.com](mailto:humanresources@tampaport.com). Recruitment will run through November 10, 2017. Information provided will be subject to public inspection in accordance with the Florida Sunshine Law.

**Port Tampa Bay is an Equal Opportunity Employer.**