



CHIEF FINANCIAL OFFICER

The Duluth Seaway Port Authority is seeking a seasoned professional to join its management team to lead the Port Authority's financial operations.

The Chief Financial Officer is responsible for advancing the financial condition of the Port Authority through leadership of the Authority's financial operations, including providing financial information, advice and recommendations on past, current and potential activities of the Authority, advising the Executive Director, Board of Commissioners and key staff on matters affecting the Authority's financial operations.

Requirements: Bachelor's degree in finance, accounting or related field and at least 10 years of executive-level finance or accounting experience. CPA preferred.

\$115,000 - \$135,000 DOE plus benefits

See full job description at:

https://duluthport.com/public_notice/current-job-openings/

Email resume & cover letter by July 11th to: jobs@duluthport.com

Equal Opportunity Employer

Position Profile

Duluth Seaway Port Authority

Job Title	Chief Financial Officer (CFO)
Educational Requirements	Bachelor's degree in finance, accounting or a related field.
Other Required Credentials	<p>A minimum of 10 years of executive-level finance or accounting experience.</p> <p>CPA Preferred</p> <p>Previously demonstrated successful business/financial oversight experience.</p>
Position Objectives	As part of the management team, the CFO is responsible for advancing the financial condition of the Port Authority through leadership of the Authority's financial operations, including providing financial information, advice and recommendations on past, current and potential activities of the Authority, advising the Executive Director, Board of Commissioners and key staff on matters affecting the Authority's financial operations.
Duties & Responsibilities	<ul style="list-style-type: none">• Financial control including financial statements, accounts payable, accounts receivable, payroll, cash control and investments, account analysis, and internal control.• Developing, implementing and managing a financial plan that supports the Authority's goals and objectives and provides for its financial security.• Budgeting, forecasting and project analysis for the Authority's operations, projects and programs including information technology system development, evaluation, maintenance and control.• Financial government reporting; assist with evaluating, negotiating and administering Authority contracts, leases, business proposals and financing agreements with existing tenants, new business prospects, and lending institutions; external audits, employee and business insurance coverages and bonds, pension administration, employee benefit administration and tax levies.• Directly supervise and oversee the accounting staff.
Other Notes	The CFO works closely with the Executive Director to provide leadership, strategic and tactical direction for staff and resources of the Port toward the accomplishment of the organization's mission and insures the continued sound financial status of the Authority.

Position Profile

Duluth Seaway Port Authority

Other Qualifications	<ul style="list-style-type: none">• Polished and poised presence; personable.• Excellent interpersonal skills, at various levels in the organization as well as with public and private entities.• Proven ability to build and maintain trust and confidence (both internal and external).• Ability to continue the current financial stability while actively exploring new and additional opportunities for the Authority.• Ability to operate and make decisions in complex environment.• Strategic thinker and planner• Common sense and practical in approach to business• Growth oriented• Team oriented, both inside division and with other divisions• Results and goal oriented
Compensation Range	\$115,000 - \$135,000
Benefit Summary	<p>Health: \$80/month family or \$40/month single</p> <p>Dental: 80% coverage up to \$3,750 per year</p> <p>Life Insurance: Two (2) times annual salary up to a maximum of \$350,000</p> <p>Short Term Disability</p> <p>Long Term Disability</p> <p>Public Employees Retirement Association</p> <p>457 Plan: Match Plan</p> <p>Other: Cafeteria Plan, Health Care Savings Plan (upon qualified retirement) and Sick Days</p> <p>Continued on next page...</p>

	<p>This is language lifted out of employee handbook:</p> <ul style="list-style-type: none"> • Bereavement Leave • Cafeteria Plan • Deferred Compensation Plan (457b) • Defined Benefit Plan (PERA) • Dental Reimbursement Plan • Disability Plan • Employee Assistance Plan • Health Insurance • Holidays • Paid Jury Duty/Witness Under Subpoena • Life Insurance • Military Leave • Parental Leave • Paid Sick Leave • Training and Growth • Vacations
Training Program	As Required
Career Advancement	Limited