

**POSITION:** Senior Financial Analyst III or II

**SALARY:** \$68,461.00 - \$106,058.00 Annually

**OPENING DATE:** 10/11/17

**CLOSING DATE:** 10/27/17 05:00 PM

**GENERAL INFORMATION:**

Do you like extracting facts and figures and taking conceptual ideas and turning them into realistic information that can be used to support large financial decisions? Do you have a passion for collaborating with project teams and key stakeholders? If so then the Ports Senior Financial Analyst role will give you an opportunity to work with various groups, including Legal, Environmental, Engineering, Operations, Navigation, Properties and Commercial Development to develop scenario-based and what-if analyses, forecasting and other financial models. If you like numbers and enjoy helping others achieve their goals this might be the right job for you!

**SUMMARY OF ESSENTIAL RESPONSIBILITIES:**

- Develop complex financial analysis for every type of Port activity which includes three airports, four marine terminals, five business parks, and the dredging of the Columbia River.
  - Translate complex and ambiguous business problems to simple analytical frameworks, providing problem-focused analysis that anticipate impending decisions and illustrate trade-offs.
  - Develop scenario-based and what-if analyses, forecasting and other financial models across several Port departments.
  - Work closely with various stakeholders to create or improve financial insights and analytical capabilities that meet the business needs.
  - Coordinate with Port's internal and external stakeholders on complex financial issues.
  - Develop rate methodologies for existing and new business.
  - Provide financial results in a summary format for consideration by senior management and Executive Team.
- For the business lines supported, create and manage financial forecast models to monitor liquidity and provide insights into financial performance and sustainability.
  - Develop and administer short and long-term project funding strategies for the organization to ensure optimal utilization of resources.
  - Manage the optimal utilization of all available funding sources.
  - Complete funding capacity for all funding sources.
  - Manage forecast models to time and size new debt.
  - Support all aspects of financings.
  - Perform examinations of the adequacy and effectiveness of financial management practices and policies; and, recommend changes to enhance operating efficiencies.

- Provide reports, presentations and training material as required to demonstrate, communicate and promote the organization's financial goals and strategies.

#### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in Business, Finance, Accounting or other related field is preferred; or, an equivalent combination of education and work experience is required. A Master's degree is preferred.
- Minimum of five years' experience as senior financial analyst or similar related role is required for the Senior Level Analyst III.
- **NOTE: Applicants will fewer years of experience may also be considered for a lower-level position as an Analyst II.**
- Working knowledge of the marine and aviation businesses, real estate and business development as well as Port funding sources, debt management, debt compliance and bonding program is preferred.
- Advanced knowledge of financial analysis and forecasting methodologies, financial modeling, financial and accounting systems is required.

#### **SKILLS AND ABILITIES:**

- Demonstrated ability to set clear goals, plan effectively and manage multiple priorities.
- Demonstrated skills in analytical thinking, financial forecasting and modeling, and fiscal analysis.
- Ability to communicate effectively, build key partnerships, inspire and motivate others, and add value through collaboration.
- Ability to think strategically, make sound, reasoned decisions, and envision impacts of such decisions on the bigger picture.
- Ability to:
  - Take detailed information and summarize it based on your audience.
  - Work independently with other departments, without detailed or regular guidance.
  - Research and analyze relevant factors, draw logical conclusions and make recommendations based on findings.
  - Organize and prioritize workload, completing projects accurately and timely.
  - Prepare decision items for presentations to Business Lines, Executive Team and Commission.
- Ability to maintain confidentiality and use sound judgment.
- Ability to demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive.

#### **ADDITIONAL INFORMATION:**

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and

to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.

- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6690