

job opportunities



121 NW Everett Portland OR 97209

Box 3529 Portland OR 97208

November 5, 2009

FINANCIAL ANALYST II

Financial and Administrative Services Department

Grade: 76 (Exempt)
Salary Range: \$44,844 – \$68,338
Location: Port of Portland Bldg., 121 NW Everett Street, Portland
Hours: Generally, 8:00 a.m. – 5:00 p.m., Monday through Friday

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Plan and coordinate the Port of Portland's annual budget process as well as quarterly revisions to operating forecasts.
- Prepare and maintain a calendar of events to ensure the timely completion of all required budgetary requirements.
- Assist in the preparation and publication of the Port's consolidated budget documents and the preparation of materials and notices for presentations at public hearings.
- Clearly communicate schedules and deadlines with operating and administrative budget/business unit managers across all divisions.
- Provide accurate and timely financial and variance analysis as required with the ability to communicate findings in a clear understandable way to budget managers and senior management.
- Provide excellent customer service to both internal and external customers by being responsive to their needs.
- Collaborate with financial systems stakeholders to identify and resolve problems related to process and application issues. Define requirements for modifications or enhancements leading to system or process improvement.
- Demonstrated understanding of key budgetary fundamentals and components such as position control functions, personal services, capitalized labor, and accounting for capital versus operating items.
- Provide technical assistance to budget managers/preparers, including training support on the Port's budgeting processes and applications.
- Work with cross organizational teams to enhance the Port's budget processes and systems. Analyze, develop, and implement improvements to the Port's financial planning and budget process through utilization of existing systems functionalities, new technologies, or other process improvements.
- Provide general and technical assistance to operating and administrative departments for budget development and variance analysis.

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EDUCATION, EXPERIENCE AND KNOWLEDGE:

- Education or experience equivalent to a degree in business administration, finance, or related field with three to five years budget/finance experience.
- Progressively responsible positions in finance, budgeting, and financial modeling.
- Knowledge and experience with accounting principles and requirements.
- Advanced knowledge of Microsoft Excel, PowerPoint, and Word. Experience with Cognos and/or JD Edwards financial systems is preferred.
- Knowledge of current Local Budget Law and Oregon Administrative Rules to ensure that the Port's legal budget is prepared in accordance with all requirements is desirable.

SKILLS AND ABILITIES:

- Ability to:
 - work effectively in collaboration with peers and team members;
 - convey information orally and in written form, in a clear and concise manner;
 - apply budget and financial understanding to decision making;
 - organize workload and prioritize tasks to meet changing priorities and deadlines;
 - work independently;
 - facilitate group discussions and training sessions;
 - accurately perform financial calculations and maintain models.

LICENSES OR CERTIFICATES:

- Valid Oregon or Washington State driver's license.

Application materials are available on our web site, www.portofportland.com, and at 7th floor reception in the Port of Portland building, located at 121 NW Everett Street. You may also call 503-944-7400 to request that an application be mailed to you. Applications received after Friday, November 13, 2009 may not be considered.

Equal Employment Opportunity Employer