PORT OF CHEHALIS
Finance & Administration Manager
Position Description

Job Title: Finance & Administration Manager
Reports To: Chief Executive Officer (CEO)
Salary Range: $70,000–$85,000 Annually
Classification: Full-Time, Non-Exempt
Supervision: The position may supervise administrative or accounting personnel

POSITION SUMMARY

The Finance & Administration Manager is responsible for managing the Port of Chehalis's day-to-day financial operations, accounting, auditing, and administrative functions. Working closely with the CEO, this position ensures accurate financial reporting, compliance with applicable laws and regulations, and efficient office operations.

The position serves as the Port's Public Records Officer and, subject to applicable law and Commission appointment, as Port Auditor and Treasurer. The Finance & Administration Manager supports the CEO and Port Commission in financial oversight, budgeting, policy administration, and organizational operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Management and Accounting

- Manage daily accounting functions, including accounts payable, accounts receivable, general ledger, payroll, and financial reconciliations.
- Coordinate with the CEO and other designated personnel/consultants to maintain appropriate segregation of financial duties, transaction approvals, reconciliations, and financial oversight in accordance with Port policies and applicable internal control requirements.
- Prepare monthly and quarterly financial reports, tax filings, and financial updates for the CEO and Port Commission.
- Maintain financial records in accordance with Washington State BARS requirements and applicable accounting standards.
- Assist the CEO with annual budget preparation, financial monitoring, and forecasting.
- Manage tenant billing, lease financial records, vendor payments, and related financial transactions.

- Maintain financial records for grants, loans, and capital projects, including grant reimbursements, expenditures, financial compliance and required reporting.
- Maintain financial controls, review transactions for accuracy and compliance, and recommend improvements to accounting procedures.

Auditing and Regulatory Compliance

- Serve as Port Auditor and Treasurer in accordance with applicable RCWs and Commission appointments, including responsibilities directly accountable to the Port Commission.
- Coordinate annual financial reporting and audits with the Washington State Auditor's Office (SAO), including preparation of supporting documentation and implementation of audit recommendations.
- Maintain financial procedures and internal controls to ensure accountability and compliance with applicable laws and Port policies.

Administrative and Commission Support

- Manage daily office operations, including correspondence, scheduling, office supplies, document management, phone calls, mail distribution and general administrative support.
- Coordinate Port Commission meetings, agendas, meeting materials, minutes, and legally required public notices and postings.
- Serve as the Port's designated Public Records Officer under applicable RCWs, coordinating public records requests, records retention, and disclosure procedures in coordination with the CEO.
- Maintain Port policies, procedures, contracts, and official records; recommend updates to the CEO as needed.
- Coordinate administrative projects, meetings, travel arrangements, and other organizational activities as assigned.
- Provide professional assistance to Port Commissioners, employees, tenants, vendors, public agencies, and the public.
- Greet and assist the public, various local, state and federal agencies, port employees, staff of other ports, citizens and community organizations in a professional and welcoming manner.

Human Resources, Assets, and Risk Management

- Administer assigned human resources functions, including personnel records, benefits, onboarding, and employee leave tracking, in coordination with the CEO.

- Maintain the Port's Small and Attractive Assets and Capital Assets inventory, including records of asset surplus and disposal.
- Coordinate insurance records, renewals, certificates, and related administrative requirements.
- Manage annual administrative contracts and assist with vendor and service provider relationships.
- Perform other related duties as assigned by the CEO.

MINIMUM QUALIFICATIONS

Education and Experience

- Three years of progressively responsible experience in accounting, bookkeeping, office administration, or related field.
- Degree or certificate in accounting, bookkeeping, business administration, or a related field preferred.
- An equivalent combination of education and experience that demonstrates the ability to perform the essential duties will be considered.

Required Knowledge, Skills, and Abilities

- Working knowledge of accounting, payroll, financial reporting, and internal controls.
- Knowledge of governmental accounting practices and financial reporting requirements, or ability to learn them.
- Experience with office management, administrative procedures, and human resources functions or ability to learn them
- Proficiency in accounting software, Microsoft Office applications, and electronic recordkeeping systems.
- Strong organizational, analytical, written communication, and interpersonal skills.
- Ability to work independently, manage competing priorities, maintain confidentiality, and exercise sound judgment.
- Ability to communicate professionally with Commissioners, employees, tenants, government agencies, and the public.
- Demonstrates a positive, cooperative attitude and the ability to work collaboratively and effectively in a team-oriented environment.

- Valid Washington State driver's license and reliable transportation.

Preferred Qualifications

- Experience in Washington State local government, port districts, or other public agencies.
- Familiarity with Washington State BARS, SAO audits, grant financial reporting, and public records requirements or the ability to learn.

SUPERVISION AND ACCOUNTABILITY

The Finance & Administration Manager reports to the CEO and independently manages assigned financial and administrative functions. Financial oversight, budget development, and significant financial decisions are coordinated with the CEO and subject to Port Commission authority as applicable.

When appointed as Port Auditor or Treasurer, the employee fulfills the statutory responsibilities of those offices in accordance with applicable law.

The position may supervise administrative or accounting personnel as organizational needs evolve.

WORKING CONDITIONS

Work is performed primarily in a professional office environment and requires regular use of computers, telephones, and standard office equipment. The position involves prolonged periods of sitting, occasional standing and walking, and the ability to lift or move office materials weighing up to 30 pounds. Duties may require occasional travel and attendance at meetings outside regular business hours. The employee must be able to manage multiple priorities, meet deadlines, and work effectively in an environment with frequent interruptions. Reasonable accommodations may be made as applicable.

COMPENSATION AND EMPLOYMENT STATUS

This is a full-time, non-exempt position with an annual salary range of $70,000–$85,000, depending on qualifications and experience. Overtime compensation is provided in accordance with applicable laws and Port policies. Benefits are provided pursuant to the Port's adopted personnel policies.

EQUAL EMPLOYMENT OPPORTUNITY

The Port of Chehalis is an equal opportunity employer and is committed to providing employment opportunities without unlawful discrimination. The Port will provide reasonable accommodations for qualified applicants and employees in accordance with applicable law.

APPROVAL

Chief Executive Officer: Signed by: Lindsey Senter 3F739D9D872C489...

Date: 11/2/2026

Certificate Of Completion

Envelope Id: 96432F1D-A9C4-8193-80CF-8C9257C32E69
Status: Completed
Subject: Here is your signed document: F&A Manager Job Description updated 2026.docx
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Signatures: 1
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Signer Events	Signature	Timestamp
Lindsey Senter lsenter@portofchehalis.com CEO Port of Chehalis Security Level: Email, Account Authentication (None)	Signed by: Lindsey Senter 3F739D9D872C489...	Sent: 11/2/2026 3:28:28 PM Viewed: 11/2/2026 3:28:35 PM Signed: 11/2/2026 3:29:07 PM Freeform Signing
Electronic Record and Signature Disclosure: Accepted: 1/9/2025 12:09:20 PM ID: 720d4361-0a94-47c5-834f-e9117d13bcbb	Signature Adoption: Pre-selected Style Using IP Address: 69.10.207.74	

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Lindsey Senter lsenter@portofchehalis.com CEO Port of Chehalis Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/2/2026 3:29:08 PM
Electronic Record and Signature Disclosure: Accepted: 1/9/2025 12:09:20 PM ID: 720d4361-0a94-47c5-834f-e9117d13bcbb		

Witness Events	Signature	Timestamp

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/2/2026 3:28:28 PM
Certified Delivered	Security Checked	11/2/2026 3:28:35 PM
Signing Complete	Security Checked	11/2/2026 3:29:07 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	11/2/2026 3:29:08 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Port of Chehalis (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Port of Chehalis:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jpense@portofchehalis.com

To advise Port of Chehalis of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jpense@portofchehalis.com and in the body of such request you must state: your

previous email address, your new email address. We do not require any other information from you to change your email address

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Port of Chehalis

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jpense@portofchehalis.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Port of Chehalis

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jpense@portofchehalis.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Port of Chehalis as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port of Chehalis during the course of your relationship with Port of Chehalis.