

## Hancock County Port and Harbor Commission Job Description

**Job Title:** Chief Financial Officer  
**Job Location:** Main Administrative Office  
**Department:** Finance  
**FLSA Status:** Full-Time, Exempt  
**Reports To:** Executive Director  
**Prepared By:** Executive Director/Deputy Director  
**Prepared Date:** Revised on October 1, 2023  
**Salary:** \$105,000-\$115,000

To apply, please email resumes to [administration@hcphc.ms](mailto:administration@hcphc.ms)

### I) SUMMARY

The Chief Financial Officer (CFO) is responsible for management and supervision of all financial administration, including budgeting and reporting, supervision of accounting staff, protection of assets including cash and fixed assets, and grant and loan compliance.

### II) ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### a) Core Responsibilities:

1. Creation and maintenance of accounting policies and procedures
2. Coordination with Economic Development department in financing of projects and other programs where requested
3. Coordination with outside legal counsel, all departments and Contract Coordinator regarding property agreements, leases, short term use agreements, and other miscellaneous contracts/agreements
4. Monthly preparation of department and consolidated financial statements and variances
5. Monthly and quarterly financial statement and variance presentation to staff and Commissioners
6. Annual preparation and presentation of financial statements with accompanying management discussion and analysis, and accompanying notes
7. Maintain appropriate insurance coverage and terms
8. Monitor financial performance and minimize impact of variances
9. Assist in performing all tasks necessary to achieve annual and organizational goals across all departments.
10. Assist in training and management of staff on financial requirements and processes
11. Assist Directors in drafting forecasts, budgets, and contracts as necessary.
12. Oversee budgeting and reporting activities for the organization including revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational contract/grant budgets
13. Project tracking: Including grant reimbursement, loan and bond management, monitoring contract to actual spending, maintenance of financial project files for audit review
14. Prepare reports and resolutions for Commission and attend Commission meetings as needed
15. Such other duties as may be assigned by the Executive Director

**b) Supervisory Responsibilities:**

1. Management of accounting staff responsibilities including accounts payable, accounts receivable, payroll, fixed assets, and cash management
2. Benefits and Retirement Management (PTO, PERS, Deferred Comp, Health Reimbursement Account, Employee Insurances)
3. Inventory and Fleet management
4. Personnel termination, updates and new hires

**III) QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Job candidates and employees may satisfy these requirements with or without reasonable accommodation.

**a) Minimum Requirements**

Must be a minimum of 25 years of age, have a valid driver's license, and pass a pre-employment drug screen

**b) Education and Experience Required**

1. The preferred candidate will have least five years experience working in the field of finance and accounting administration
2. A bachelor's degree in finance or accounting (or equivalent) is required
3. Relevant professional certification such as CPA, CMA strongly preferred
4. A minimum of five years of governmental or public finance experience (specific experience in Mississippi state government preferred)
5. A minimum of five years of management experience

**c) Knowledge and Skills Required for the Role**

1. The incumbent should possess professional maturity, creativity, objectivity, good judgment, and excellent decision-making and problem-solving skills; should be able to communicate persuasively and possess a record of being a team player, forming effective working relationships, and building consensus; should be self-confident, persistent, energetic, highly motivated, well organized, and time flexible
2. In-depth understanding of the online and offline tools, technology, and processes to perform the finance function efficiently and effectively
3. A strong leadership and managerial skills
4. Strong verbal and written communication skills and strong listening skills are required
5. Skill with use and administration of SAP or other accounting software applications
6. The ability to use networking packages
7. Ability to write policy and procedures
8. Skill with managing the general ledger using generally accepted accounting principles (GAAP)
9. Experience with Mississippi public procurement and federal/state employment policies strongly preferred

**d) Language and Communication Skills**

Must have the ability to create, read, analyze, interpret and communicate documents such as accounting and finance guidance, and policy and procedure manuals; must be able to provide information, and coordinate work with coworkers through discussion, digital media and through use of telephones; must have the ability to communicate information and ideas orally and in writing, using correct grammar, so others will understand; must have the ability to prepare appropriate presentations that conform to prescribed style and format, both orally and in writing; must have the ability to respond to complex inquiries or complaints from customers, regulatory agencies, or members of the business community

**e) Mathematical Skills**

Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; must have the ability to choose the right mathematical methods or formulas to solve a problem.

**f) Reasoning Abilities**

Must have the ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**g) Interpersonal Skills**

Ability to be pleasant with others on the job and to display a good-natured, cooperative attitude; ability to maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in difficult situations; ability to accept criticism and deal calmly and effectively with others; must be open to change and diversity; must be thorough and accurate in completing work tasks; must be reliable and responsible; must be careful in completing work details and dependable in fulfilling obligations to management, co-workers and customers; must be honest and ethical in dealings with others; must report to work on time.

**h) Machines, Tools, Equipment**

Must be proficient in operating computerized software including Microsoft Office products: Word, Excel, Outlook, and PowerPoint, and accounting software; must have the ability to learn and implement new software programs of an administrative and technical nature; and must be able to operate basic office equipment.

**IV) BACKGROUND INVESTIGATION**

The Hancock County Port and Harbor Commission reserves the right to make a thorough background investigation, on a post-offer basis, into a newly hired or transferred employee's past employment, state criminal history, military history, driving history, credit history, social security number verification and any other job-related activities. The arrest or conviction of a felony or other certain criminal activity may render the applicant/employee ineligible for employment. The applicant must not have any alcohol or drug-related driving conviction or suspension, or revocation of driving license due to drugs or alcohol within the past three years.