



**Finance Director**  
**Salary Range \$80,000 - \$100,000**

**WHO WE ARE:**

The Connecticut Port Authority (CPA) located in Old Saybrook, Connecticut is a quasi-public agency responsible for marketing and coordinating the development of the state's ports and maritime economy. It is the mission of the CPA to grow Connecticut's economy and create jobs by strategically investing in the state's three deepwater ports and small harbors to enable each to maximize its own economic potential.

**POSITION PURPOSE (NATURE OF WORK):**

- The Finance Director is responsible for fiscal administration, oversight, and the strategic direction of CPA's financial operation.
- The Finance Director establishes financial policies, procedures, controls, and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting.
- The Finance Director is responsible for creating and monitoring the CPA's budget, preparing operating and capital financial reporting to the Executive Director (ED), Board of Directors and various committees.
- In partnership with the ED, the Finance Director will be the primary liaison between the CPA, Office of Policy and Management (OPM) and other State of Connecticut agencies.
- The Finance Director is responsible for working with OPM, the Board of Director's Finance Committee and the ED to closely monitor the Operating, Bond, and Escrow Accounts to meet the CPA's operational and capital project payment obligations.

**ESSENTIAL DUTIES:**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

- Working in concert with the ED and the Board's Finance Committee, builds a budget for the Authority, including a capital budget, development of long-term plans to assure the CPA's fiscal continuity and integrity.
- Provides consistent monitoring of the CPA's budget to assure fiscal stability.

- Establishes financial policies, and procedures to ensure proper internal controls.
- Prepares timely, accurate and complete reports on the financial condition of CPA's operating and capital accounts on a monthly, quarterly, and annual basis, including state mandated reports.
- Reports regularly to the ED, Finance Committee, and the Board of Directors, pursuant to the Operating Procedures, the financial state of the CPA including state funded Capital Projects.
- Prepares for and coordinates all financial audit functions for the CPA and develops corrective action plan to address and resolve any audit findings in a timely manner.
- Represents the CPA at any meetings of the Board of Directors, or other State agencies as necessary regarding CPA's administrative finances.
- Monitors cash flow for the CPA.
- Assists with execution of grant applications and implements grant administration.
- Fosters a success-oriented, accountable work environment.
- Exercises supervision over clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, and processing of purchase orders.
- Performs tasks related to procurement and purchasing.
- Performs accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts including the preparation and review of journal entries.
- Performs monthly and year end close activities.
- Performs other related duties as required.

**PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Accounting, Finance; and a Certified Public Accountant (CPA) certification
- Six (6) years of experience in fiscal administration and managing budgets of at least \$5 million
- Experience in municipal or state government budgeting
- Experience in fund management or developing/managing financial controls
- Experience with Generally Accepted Accounting Principles (GAAP) and finance principles
- Experience with QuickBooks and Microsoft Office Suite, particularly, Excel
- Familiarity with of the State of Connecticut's CORE-CT financial system
- Experience analyzing and evaluating financial and statistical data
- Experience analyzing and evaluating relevant state and federal laws, statutes, and regulations

*The Connecticut Port Authority is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply.*