



POSITION DESCRIPTION

JOB TITLE: FINANCE SPECIALIST

REGULAR • FULL TIME

FY 26-27 Hourly Range: \$29.49 - \$39.72 PER HOUR

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Finance	Finance Director	Non-Exempt

JOB SUMMARY:

The Finance Specialist performs technical accounting and financial support functions in support of the Port of Hood River’s financial operations. Under the direction of the Finance Director, this position is responsible for accounts receivable, accounts payable, billing support, cash receipting, payroll preparation, reconciliations, financial recordkeeping, digital records management and archiving, and related financial administration functions.

The Finance Specialist helps ensure timely and accurate financial processing, compliance with established accounting procedures, records retention requirements, and internal controls, while maintaining organized financial records and supporting documentation. The position regularly works with financial data requiring a high degree of accuracy, accountability, confidentiality, and attention to detail.

This position exercises independent judgment within established procedures and guidelines and works collaboratively with Finance staff and other Port departments to support efficient and effective financial operations and timely resolution of billing and account inquiries.

ESSENTIAL DUTIES:

Financial Transaction Processing & Account Management (65%)

- Prepare, process, and post invoices, billings, cash receipts, payments, deposits, and adjustments for Port revenues and expenditures in accordance with established accounting procedures and internal controls.
- Process accounts payable transactions, including review of invoices, vouchers, receipts, and supporting documentation for accuracy, completeness, proper authorization, and correct account coding.
- Prepare and maintain accounts receivable records, including customer billing, account adjustments, payment processing, monitoring of outstanding balances, and coordinating collection activities with the Finance Director as needed.
- Assist with preparation and processing of tenant billings and other recurring financial transactions involving multiple revenue sources.
- Maintain accurate customer and vendor account information within the financial system.
- Reconcile accounts receivable and accounts payable subsidiary ledgers to the general ledger and research and resolve discrepancies.
- Collect, review, and maintain vendor W-9 information and supporting records, and assist with annual 1099 reporting and related filings.
- Maintain and monitor financial tracking records for vendor and service contracts, including contract balances, expenditures, payment activity, and supporting documentation related to budget monitoring and contract compliance.

- Respond to routine finance-related inquiries regarding billing, payments, and account information, and coordinate with appropriate departments to resolve operational or customer service matters.

Payroll Support & Financial Reconciliations (20%)

- Prepare payroll data, supporting documentation, and related reports for payroll processing and review.
- Maintain payroll-related records, deductions, and supporting schedules.
- Assist with payroll processing, payroll tax reporting, W-2 preparation, PERS reporting, payroll reconciliations, and benefit deduction reconciliations.
- Perform daily, monthly, and periodic reconciliations of cash receipts, deposits, subsidiary ledgers, and supporting schedules to the general ledger.
- Assist with month-end and year-end financial close processes by preparing reconciliations, schedules, and supporting documentation.
- Research and resolve financial discrepancies and reconciliation issues in a timely manner.

Records Management, Compliance & Reporting (15%)

- Maintain organized financial records in compliance with Port policies, records retention requirements, audit standards, and public records requirements.
- Prepare, scan, index, and electronically archive Finance Department records and supporting documentation in accordance with department procedures.
- Support internal and external audits by preparing requested documentation and assisting with financial record retrieval.
- Ensure accuracy and completeness of financial records through independent review and verification.
- Assist with preparation of financial reports, audit schedules, and supporting documentation as assigned.

NON-ESSENTIAL DUTIES:

Perform other related duties and special projects as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory authority.

MINIMUM QUALIFICATIONS

- **Education:** Associate's degree with coursework in accounting, bookkeeping, finance, business administration, or a related field preferred. Relevant experience, demonstrated competency, and ongoing or completed continuing education may be considered in lieu of a degree.
- **Experience:** Four (4) or more years of progressively responsible experience in accounting, finance, payroll, or financial administration, including accounts receivable, accounts payable, billing, cash receipting, reconciliations, payroll support, records management, and financial systems administration.
- **Approvals:** Must be bondable (eligible for coverage under the Port's insurance policies).
- **Background Check:** Must successfully pass a pre-employment background check.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general accounting principles, financial recordkeeping practices, and internal controls.
- Experience with accounts receivable, accounts payable, billing systems, payroll support, reconciliations, and financial records management.
- Proficiency with accounting software, financial systems, spreadsheet applications, and electronic records management systems.
- Strong attention to detail, organization, and accuracy in processing financial information and maintaining records.
- Ability to communicate clearly and professionally with staff, vendors, customers, and external agencies regarding finance-related matters.
- Ability to manage multiple tasks, meet deadlines, maintain confidentiality, and adjust to changing priorities.
- Ability to research discrepancies, analyze financial information, and exercise sound judgment within established policies and procedures.

WORK ENVIRONMENT

Typical office environment with a shared or open-office setting. Work is primarily performed indoors and involves frequent use of computers, financial systems, and office equipment. Occasional evening or weekend work may be required to support operational needs, deadlines, meetings, audits, or special projects.

PHYSICAL DEMANDS:

Requires mobility and physical ability sufficient to perform the essential functions of the position, including prolonged sitting, standing, bending, and frequent use of computers and office equipment. Work may occasionally require lifting and carrying objects weighing up to 35 pounds. Vision adequate for computer use, with or without correction, is required.

ACKNOWLEDGMENT:

By signing below, the employee acknowledges that this job description reflects the general duties, responsibilities, and expectations of the Finance Specialist position. The duties and responsibilities outlined in this description are not intended to be all-inclusive and may change based on operational needs, organizational priorities, or management direction.

EMPLOYEE:

Signature: _____
Name: _____
Title: _____
Date: _____

SUPERVISOR:

Signature: _____
Name: _____
Title: _____
Date: _____