



# FINANCE SPECIALIST

Port of Hood River, OR

**\$29.49 – \$39.72/hour**

*Full-Time • Excellent Benefits • Public Service Career*

## WE'RE LOOKING FOR SOMEONE WHO IS:

- ✓ Detail-oriented
- ✓ Organized and dependable
- ✓ Comfortable with financial systems
- ✓ Collaborative and professional
- ✓ Able to manage multiple priorities

## IDEAL EXPERIENCE

- Accounting or bookkeeping
- Payroll support
- AP / AR processing
- Financial reconciliations
- Records management

## BENEFITS

- Medical / Dental / Vision
- Oregon PERS Retirement
- Paid Leave & Holidays
- Deferred Compensation Options
- Professional Development

## WHY HOOD RIVER?

Work in the heart of the Columbia River Gorge with access to:

- Outdoor recreation
- Waterfront amenities
- Vibrant local community
- Small-town quality of life

## PORT OF HOOD RIVER

hr@portofhoodriver.com

541-386-1645

1000 E Port Marina Dr.  
Hood River, OR 97031

## About the Position

The Finance Specialist plays a key role in supporting the Port's daily financial operations through accounts payable, accounts receivable, payroll support, reconciliations, billing administration, and financial records management. This position helps ensure accurate financial processing, organized recordkeeping, and strong internal controls while working collaboratively with departments across the organization.

## What You'll Do

### Financial Operations

- Process invoices, payments, deposits, and billing transactions
- Support accounts payable and accounts receivable functions
- Prepare and reconcile financial records and supporting documentation
- Maintain vendor and customer account information
- Assist with contract and budget tracking

### Payroll & Reconciliations

- Support payroll processing and payroll reporting
- Assist with W-2s, PERS reporting, and benefit reconciliations
- Perform daily and monthly reconciliations
- Research and resolve discrepancies

### Records & Compliance

- Maintain organized financial records and digital archives
- Support audit preparation and documentation requests
- Assist with financial reporting and records retention compliance

## Interested?

If this opportunity interests you, we encourage you to review the full job description for additional details about the position, responsibilities, and qualifications.

To apply, please submit the Port's employment application, along with a resume and cover letter highlighting your financial, accounting, payroll, or administrative experience and how your skills and background would support the Port of Hood River's operations and public service mission.