

**Port of Galveston
Employment Opportunities Position**

Director of Finance

POSTING PERIOD: June 14, 2010 – July 15, 2010

DESCRIPTION OF DUTIES:

Responsible for directing the financial programs of the Board of Trustees of the Galveston Wharves (Port of Galveston). Responsible for the timely preparation of the Port's Financial statements; prepares annual operating budget and develops annual Capital Budget and long term Capital Expenditures and monitors results making sure they conform to budget; directs the investments of the Port funds, monitors cash balances and cash flow to allow payment of current liabilities without interrupting current investment patterns; oversees all financial aspects of cruise parking operations including development and maintenance of online sales of prepaid parking; and prepares financial records for use in the issuance of bonds.

MINIMUM QUALIFICATIONS:

Comprehensive knowledge of accounting and business principles relating to public administration and government operations. Considerable knowledge of Governmental policies, procedures, laws and administration regulations for accounting and reporting, budget planning, formulation, compliance requirements, financial data processing and computer applications. College degree in accounting, business administration or related field. Ten (10) years of management level experience in directing a staff, analyzing financial data, bond development and cash investments. Familiarity with Great Plains Dynamics CS+ Software and Microsoft Office including Word and Excel is preferred. Must meet the criteria for obtaining a Transportation Worker Identification Credential (TWIC). Valid Texas Driver's License and a good driving record.

Starting Salary – Grade E-12; Range: \$66,638 to \$95,880

Apply online at www.wrksolutions.com or at any Texas Workforce Solutions Office (TWC Job No. **3060994**). Interested candidates may find it beneficial to view the streaming video of the 2010 Finance Committee Meetings for the Board of Trustees of the Galveston Wharves on the Port of Galveston website: www.portofgalveston.com .

Current Employees of Port of Galveston: “IN HOUSE”

If you are currently employed by the Port of Galveston and are interested in being considered for one of these positions, a Port of Galveston Application is required. Application may be picked up at the Human Resources Office. To be considered for these positions, the application must be completed and turned in to the Human Resources Office.

Susan Klima
Human Resources Associate
Port of Galveston
P. O. Box 328
Galveston, Texas 77553
Telephone #: (409) 766-6162, fax #: (409) 766-6107

The Galveston Wharves (Port of Galveston) is an Equal Opportunity Employer
The Galveston Wharves has a Drug-Free Workplace Policy
and requires pre-employment drug screening.