



Port of Woodland

Business is better here.

PORT OF WOODLAND Commission Special Meeting Minutes February 2, 2017

A workshop of the Woodland Port Commission was held on February 2, 2017 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 2:13 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Gerald Peterson
	Executive Director	Excused Absence
	Auditor	Excused Absence
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

Secretary Boon made a motion to amend the agenda workshop topic to state A. Job Description. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

WORKSHOP TOPIC

A. Job Description

The Commission discuss the Port Auditor's job description (see exhibit A).

ADJOURNMENT

Secretary Boon made a motion to adjourn. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Special Meeting adjourned at 2:57 P.M.

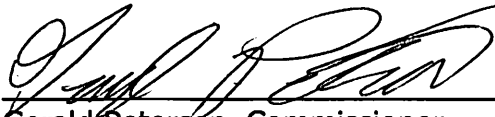
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
Workshop
COMMISSION MEETING

2/2/17

GUEST LIST: Please sign your name and the organization you represent.

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

PORT OF WOODLAND

POSITION DESCRIPTION

Position Title: Port Auditor
Reports To: Executive Director
Position Type: Salary, Non-Exempt, 40 hours per week
Supervises: No one at this time

DESCRIPTION:

The Port Auditor performs the financial/accounting functions for the Port. This person regularly reports financial position of the Port to the Executive Director and Commissioners. The position entails having an entire oversight of the Port's finances and he/she should be knowledgeable and able to identify activities that can enhance or detract from the Port's goals and mission.

SCOPE OF AUTHORITY:

Under RCW Chapter 39.59 Port Districts are given investment authority for their funds and monies in their custody; Resolution #380 authorizes this position to invest funds on behalf of the Port of Woodland.

RESPONSIBILITIES:

The Port Auditor primary areas of responsibilities include General Accounting, Administration, and Human Resources. Each area is detailed as follows:

General Accounting

- a) Reconciles cash and investment accounts to the County Treasurer's reports
- b) Prepares timely, accurate and conforming monthly financial reports
- c) Administers and maintains Port investments
- d) Maintains a chart of accounts for Port revenues and expenditures compatible with the state Budgeting, Accounting and Reporting System (BARS)

- e) Performs all accounting functions related to Accounts Receivable
 - Generate invoices on current leases
 - Generate invoices for utilities
 - Invoicing of late fee's
 - Post payments and maintain records
 - Process deposit following audit accountability
 - Invoice and maintain the sale of port assets
- f) Performs all accounting functions related to Accounts Payable
 - Review invoices and submit to Executive Director for review and approval to pay
 - Secure all necessary documentation for payment of invoice
 - Process claims through accounting system, posting to general ledger, ensuring timely and accurate payment to vendors
 - Prepare voucher and warrant
 - Reconcile monthly vendor statements
 - Responsible for W9 accuracy for 1099 reporting
 - Prepares annually - 1099 and 1096
- g) Makes payments of Port debt and maintains loan schedules; keep records of debt and interest payments
- h) Monitors transfers between fund accounts
- i) Responsible for the accurate calculation, preparation and distribution of the Port's monthly payroll ensuring compliance with Federal and State tax, wage and hour laws, regulations and legislative acts. Prepare and manages monthly payroll;
 - Entering information into software program from timesheets to the correct general ledger account
 - Verify and process expense sheets
 - Wage rates, benefits (PEBB)
 - Vacation and sick leave record maintenance
 - Record keeping (monthly payroll spreadsheets)
 - Prepare, file and issue warrant for IRS payroll tax deposits
 - Prepare, file and issue warrant for wage garnishments

- Prepares and files quarterly payroll reports - IRS 941, Washington Labor & Industries, and Washington Employment Security.
 - Maintain retirement information (PERS) working closely with Washington State Department of Retirement Systems (DRS)
 - Prepares annually - W2, W3 and 1095
- j) Sand Sales Activity
- Tracks sale of sand in appropriate spreadsheet
 - Tracks revenue and expense of sand in appropriate spreadsheet
 - Completes monthly reporting to state agency
 - Issue warrant to state agency for state royalty
 - Manage records for state agency audit
- k) Manage cash/deposits
- l) Prepares and submits annual state B&O/excise tax/sales tax report
- m) Prepares quarterly leasehold tax report
- n) Prepares year-end financial statements and annual report to the State Auditor's Office
- o) Prepares and submits reports along with supporting documentation to satisfy grant requirements
- p) Proficient in QuickBooks, Excel and Word

Budget/Audit Management

- a) Assists in the preparation of the annual Port budget
- b) Maintains and prepares documents needed by the Washington State Auditor for the Port's audit

Administration

- a) Interfaces with the public
- Answers phones
 - Greets visitors
 - Welcomes tenants/prospective tenants
 - Sells and maintains accountability of port access permits

- b) Provides public notice information to Newspaper of Record, including proper posting of public notice
- c) Prepare written minutes from port recording
- d) Maintain Port files by establishing a system of records retention
- e) Maintain small & attractive assets inventory, follow audit procedure
- f) Arrange travel, lodging and registrations for staff and Board members
- g) Schedules room arrangements for the Commission Room
- h) Maintains filing system related to job functions
- i) Retrieve, sort and distribute mail
- j) Manages office supplies related to job functions
- k) Provides notary services
- l) Proficient in Word, Excel and 10 key. Be able to operate office equipment including use of copier, typewriter, fax machine, PC, printers, laminator, scanner and multi-line telephone system

Human Resources

- a) Performs human resource duties including:
 - Administer Port benefit programs and enroll new employees
 - Facilitate annual open enrollment period for medical, dental, vision and life insurance plans
 - Employee sick leave and vacation days management
 - Employee retirement management
 - Management of personnel files
 - Manages labor posters to remain in compliance with State and Federal employment laws
 - Ability to interpret and apply laws, rules, regulations and policies related to human resources
 - Manage all Labor & Industries claims. Manage "Light Duty Return to Work" program

Job Requirements

- a) Attend both scheduled meetings of the Board of Port Commissioners, for purposes of recording minutes and presenting a current Port financial status report
- b) Upon request, attend port special meetings and workshops
- c) Acts as Port representative at financial officer's meetings and conferences
- d) Assists the Executive Director as required
- e) Attend training to remain current with State and Federal laws, stay current with General Accepted Accounting Practice (GAAP) regulations, SAO regulations and policy, labor and employment laws.
- f) Run errands on demand
- g) Must be bondable
- h) Posses a valid drivers' license