

# CHIEF FINANCIAL OFFICER

Port of Oakland, CA





## THE PORT OF OAKLAND

The Port of Oakland operates the Oakland seaport, Oakland International Airport, commercial real estate leasing on overland stretching over approximately 20 miles of the Oakland waterfront. The Oakland seaport is among the top ten busiest container ports in the U.S.; Oakland International Airport is the fifth largest airport in California offering over 375 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas.

The Port is an independent enterprise department of the City of Oakland established in 1927 by amendment by a vote of the people to the City Charter. It is governed by the Board of Port Commissioners, the members of which are nominated by the Mayor and appointed by the City Council. The Port's operations are funded by revenues generated from Port activities and not tax revenue - mainly by leasing land and facilities to private seaport, airport and commercial tenants. The Port employs approximately 500 employees and has annual revenues of approximately \$381 million. Its capital program is funded chiefly from annual fund balances after operating expenses and some federal, state and local grants. The Port also maintains a short-term and long-term debt program. Together, through Port operations and those of its tenants and users, the Port generates more than 84,000 jobs in the region and the Port's overall economic value—from business revenue, consumer spending, and total value of goods and services—tops \$130 billion. For more information, visit the Port's website at [www.portofoakland.com](http://www.portofoakland.com)

## THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture, and expanding economy. Its temperate Bay Area climate - rated the best in the nation - combined with a vast network of arts, entertainment, recreational and educationally-enriching amenities make Oakland a thriving setting for its 447,000 residents and a tourist destination for thousands of visitors annually. The City's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. Oakland's diversity is also reflected in more than 600 year-round cultural fairs and events citywide. Other recreational, cultural and entertainment activities take place in 106 parks, Lake Merritt, Jack London Square, Knowland Park Zoo, the Oakland Museum of California and the Paramount Theater, among other welcoming venues.

Oakland is in close proximity to some of California's most famous destinations - San Francisco is just minutes away and the world-renowned Napa Valley wine country is a short distance further. In addition, Oakland is just three hours from Lake Tahoe and the Sierra Mountains, less than three hours from Monterey, Carmel and Mendocino, and a short one-hour flight to Southern California. For longer trips, travelers can take advantage of the generous flight schedule offered by the numerous major carriers at Oakland International Airport. Encompassing a wide range of housing and educational choices for its residents while providing all the elements of an attractive urban city, Oakland is a great place to live, work, and play.

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## THE ROLE

The Chief Financial Officer (“CFO”) directs the activities of the Finance and Administration Department of the Port of Oakland. The CFO advises and reports to the Executive Director.

The Finance and Administration Department recommends, implements and administers the Ports’ financial planning strategies, fiscal and administrative controls, accounting systems, capital project funding program, risk management, purchasing and internal and external financial reporting. As well, the department encompasses the human resources functions of the Port.

**Finance** – Accounting, Financial Planning, Purchasing, and Risk Management.

- Accounting, led by the Port Controller, provides centralized accounting and financial statement reporting services for the entire Port. The primary functions of the department include: producing and delivering invoices to tenants, processing payments to suppliers, preparation and distribution of payroll, custody and maintenance of the general ledger, preparation of monthly financial statements, management of grant reimbursements, and management of the annual external audits which includes the production of the Port’s CAFR. Additionally, Accounting works closely with the Port’s Audit Services Division on internal audits and with Financial Planning on certain reports and studies.
- Financial Planning facilitates and monitors the Port’s operating and capital budgets, prepares financial analyses and forecasts, and develops and coordinates the funding of capital projects. The department is also responsible for aviation rates and charges, cash management, debt management, and debt compliance.
- Purchasing facilitates and manages the acquisition of supplies, equipment and services for the Port, except for those items and services which are procured through construction bids (public works).
- Risk Management is responsible for identifying, evaluating and recommending risk transfer of insurable loss exposures faced by the Port. The department coordinates and directs various risk transfer functions, including risk analysis, insurance purchase, claims administration, selection of agents/brokers, and allocation of risk charges to operating departments. Risk Management reviews Port contracts, and recommends and tracks insurance protection levels for tenants, vendors, consultants, and suppliers. The department also administers the Port’s Owner-Controlled Insurance Program (OCIP) for capital improvement projects.

**Human Resources** - Human Resources, led by the Director of Human Resources, is responsible for servicing and advising the Port on matters related to human capital management and administration. The Human Resources Department is comprised of the following areas: Talent Acquisition, Classification & Compensation; HRIS and Position Control; Employee Health and Wellness; Payroll and Benefits; Employee and Labor Relations; Equal Opportunity; Diversity & Inclusion; Workers’ Compensation; Organizational Effectiveness; and Employee Health and Safety.

The CFO has five direct reports and supervises a total of 51 employees.

## THE IDEAL CANDIDATE

The Port of Oakland is a dynamic organization that is staffed by professionals who are passionate about the work they do and supportive of one another. The new CFO will join a high performing and solution-oriented senior management team. The CFO will provide the Executive Director and the Senior Management Team with expert guidance on financial planning and administrative/fiscal controls, as well as support, through its human resources professionals, on labor and employment matters. The CFO will be a seasoned professional who is confident in their knowledge and skills and who is willing to listen and work with colleagues as a team to advance the Port’s business and policy goals and objectives.

The Port is currently engaged in a strategic planning process to maximize the value and benefits its seaport, airport and land holdings will bring to future generations. To help guide this effort, the Port seeks a CFO who is a strategic thinker with the ability to recommend and communicate financial strategies to contribute to the Port’s achievement of its short-term and long-term strategic goals. The ideal candidate will also have proven experience in managing day-to-day operations, including effective management of people and work-place dynamics, establishing controls, implementing checks and balances, and supporting audits. Desirable are an understanding of finance, accounting or administration in the governmental agency context, and experience with revenue-backed debt financing. Prior experience with operational systems that improve efficiency and enable quick and accurate reporting is highly desired.

In addition to being well-versed in business financial strategies, the ideal candidate will appreciate the public-serving purposes of the Port of Oakland. The ideal candidate understands their role in assisting the Executive Director to craft policy recommendations to the Board of Port Commissioners, respects the chain of command and holds to a high ethical standard. Ethical, strategic and competent professionalism, not politics, will be the standard by which the CFO's work will be evaluated.

### **Education, Certifications and Experience**

This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Finance, Accounting or related fields plus ten years of professional experience as a senior financial professional, three of which should be in a management role.

- Experience with enterprise funded departments, organizations, or special districts is a plus.
- Requires an understanding of government grants and compliance as well as GAAP concepts and GASB requirements.
- Registration as a Certified Public Accountant is a plus.

## COMPENSATION

The salary range for this position will be commensurate with the qualifications and experience of the successful candidate. The Port's benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. The Port's attractive benefits package includes

- California Public Employees Retirement System (CalPERS) pension formula of 2% at 62 for new members or 2.5% at 55 for new hires with other CalPERS membership and/or reciprocity.
- The Port offers lifetime retiree medical benefits for eligible employees and dependents.
- The Port pays 100% of Kaiser medical, dental and vision premium cost for employees and dependents.

### Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port
- 10 days of Management Leave
- 12 days of sick leave per year after three months of employment
- 13 paid holidays and 1 Floating Holiday

To learn more, visit <http://www.portofoakland.com/business/human-resources/>.

## HOW TO APPLY

Please apply **on-line** by **November 23, 2020** at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

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