

PORT CONTROLLER

Port of Oakland, CA





THE PORT OF OAKLAND

The Port of Oakland includes the Oakland seaport, Oakland International Airport, and 20 miles of 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 employs approximately 500 individuals and has annual revenues of approximately \$381 million. 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. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. For more information, visit the Port's website at 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.

THE ROLE

The Finance and Administration Division provides the Port with short- and long-term financial guidance in the areas of financial planning, financial management, capital project funding, and internal and external financial reporting. This division is also responsible for risk management, purchasing, enterprise resources

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planning, and human resources. The Port Controller is responsible for the audited financial statements and supervises the activities of the accounting department of the Financial Services Division, which may include but not limited to one or more of the following work units: revenue accounting, cash receipts, accounts receivable, accounts payable, payroll and benefits accounting, debt management, fixed asset accounting, and general ledger.

Typical duties of the position include:

- Directs the activities and staff of the entire accounting function including general ledger, accounts payable, accounts receivable, payroll accounting and reporting, cash receipts.
- Plans and organizes the work of the accounting department.
- Prepares internal and external accounting reports including audited financial statements.
- Analyzes accounting records to determine their accuracy in financial statement presentation.
- Evaluates accounting systems to determine their effectiveness in summarizing data.
- Responsible for the annual closing of the books and preparation of annual financial statements.
- Implements and maintains internal accounting controls.
- Performs special projects within the Financial Services Division and other related duties as assigned.

Reporting to the Chief Financial Officer, the Controller supervises a staff of 17, with five direct reports. The Port has a FY2021 budgeted operating revenues of \$340.0 million.

THE IDEAL CANDIDATE

The Port of Oakland is a dynamic organization and is staffed by professionals who are passionate about the work they do and supportive of one another. The Finance and Administration Division has focused on technical upgrades and process improvement for the last year. The new Controller will be a key employee in helping the Port successfully transition from the COVID-19 pandemic. The ideal candidate will be a forward thinking and visionary leader who can steer the team to achieving timely deliverables with improved prioritization and organization. The top priorities of the Controller will be:

- **GASB Implementations** – General GASB implementations, including GASB 87, Leases to be implemented by June 2022. There are roughly 200 leases that will need to be reviewed and accounting treatment determined.
- **Collaboration** – The Controller frequently works and interfaces with all the Port's departments. Continue to work with these stakeholders and their wide-ranging projects and initiatives.
- **Personnel Management** – Be a hands-on manager and inspire, motivate and train the staff to achieve goals. Be proactive in setting, revising and enforcing monthly reporting and project deadlines.
- **Risk Assessment** – Have a deep understanding of internal control principals and ability to recommend, establish, and maintain strong internal controls and identify areas of risk and lead the effort to update and maintain the Port's risk assessment.
- **Process Improvement** – Review and update Port policies and procedures for current and best practices.

The selected candidate will be a team builder and inclusive manager who fosters an environment of openness to ideas, opinions and personal growth. This person will excel at building relationships, be trustworthy and enjoy working on projects throughout the Port.

The ideal candidate will be a patient and well-rounded professional who perseveres and strives for continuous improvement and timely project management.

Education, Experience and Certification

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 bachelor's degree in accounting plus five years of experience culminating in having supervised an accounting function or unit within a private corporation or a public agency equivalent in size and complexity to the Port.

A CPA certificate would be highly desirable.

- Understanding the City Charter, Board Resolutions and Ordinances, agreements, contractual arrangements, rules and regulations of outside organizations and governmental agencies affecting the accounting and financing functions of the Port is important as the Controller will be a key liaison to the City of Oakland's Finance Department.
- Experience with cost allocations and multi-entity reporting preferred. Experience in comparable organizations in aviation, transportation or maritime is a plus.
- Personnel management experience required.

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 immediately at www.alliancerc.com. For questions and inquiries, please contact:

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