

## **CHIEF FINANCIAL OFFICER (9230)**

### **TASK LIST - 2025**

1. Prepares, formulates, and directs the preparation of complex analyses, strategies, reports, and recommendations on major policy matters such as departmental budgets, financing options for capital improvement projects, or lease proposals for review by the board of commissioners in order to ensure the department has sufficient resources.
2. Oversees negotiations and may participate in negotiations with alternative sources of financing, such as commercial and investment banks, in order to secure the best terms for financing major projects such as capital improvements.
3. Participates as a member of the senior management team in key decisions involving financial matters in the Department in order to provide input on the management of departmental operations.
4. Directs the development and implementation of the Department's long-range and short-range financial plans, such as recommending alternative methods of financing the department and various projects (e.g., available cash vs. tax exempt commercial paper vs. revenue bonds, etc.) in order to plan for the adequate financing of the department, capital development projects, purchase of real estate, or the building of departmental facilities.
5. Evaluates complex financing alternatives such as certificate of participation, transfer of tax benefits to Port tenants which have significant rewards and risks while taking into account changes in tax regulations and financial market conditions in order to accomplish the Department's capital development objectives and meet expenditure obligations.
6. Supervises and directs activities of subordinates who coordinate with the Controller, Office of Finance including the Treasurer, and the City Administrator Officer using a performance, goals, and objectives reporting system in order to obtain approval of the departmental budget.
7. Directs and approves the establishment of new accounting policies and procedures such as capitalization policy, overhead allocation, bad debt provision, standard criteria for analyzing proposed leases, and the collection, accounting, and auditing of the

Department's receipts and disbursement in order to ensure the department is operating within budget.

8. Directs and approves the development and monitoring of the Department's budget and fiscal control systems in order to ensure the department is operating within budget.
9. Oversees the preparation of financial statements and reports such as the Department's balance sheet, income statement, and cash flow statements in order to ensure the department is operating within budget.
10. Directs and reviews the work of the Department's independent Certified Public Accountant in reviewing and evaluating the Department's financial performance and controls in order to maintain close oversight and control.
11. Selects, manages, and evaluates the work of independent financial consultants which independently audit the Department's financial records.
12. Maintains close liaison with members of the investment community, such as credit agencies, bond rating firms and financial institutions in order to be informed on current financial conditions and how they may affect the department's operations and financial plans.
13. Represents the Department before government agencies, the City Council and various Council committees, other City departments, Ports, and trade and civic associations in order to report on the department's budgetary status.
14. Directs the operation of an enterprise accounting system.