



Fort Worden Hospitality

210 Battery Way
Port Townsend, WA 98368
360.344.4400 | fortworden.org

JOB ANNOUNCEMENT: DIRECTOR OF FINANCE & ADMINISTRATION

Full-time, 40 hours per week, FLSA Exempt

Starting Salary Range: \$72,500-\$87,500

OUR MISSION: Fort Worden Hospitality welcomes visitors to a treasured state asset – Fort Worden State Park and Lifelong Learning Center. We connect people to the park’s resources: the lifelong learning center campus, the cultural, educational, artistic, environmental, and recreational programs offered by the park’s partner organizations; the trails, beaches and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and lifelong learning programming.

Fort Worden’s Service Philosophy

- **Cultivate a community** for anyone to feel welcome at Fort Worden.
- **Attention to detail** in every task.
- **Model of integrity** in policy and practice.
- **Proactively work to ensure guests and employees want to return.**

POSITION SUMMARY

The Director of Finance & Administration is our benchmark for integrity, educating teammates and maintaining the standards of the organization. A member of the Leadership Team, they are responsible for setting policy and tracking and reporting data related to our overall financial health, including forecasting and budgeting. This position directly oversees the Finance, HR, and IT departments, and works closely with other directors to determine and refine the strategic objectives of FWH. In this role, you will leverage your creative, analytical and strategic skillset to help achieve our business goals while becoming the leader in destination hospitality on the Olympic Peninsula.

PRIMARY DUTIES & RESPONSIBILITIES

- Lead by example, supporting the ongoing development of our culture, management principles and values.
- Manage Finance Department to ensure timely financial reporting to board members, business partners, and creditors.
- Maintain current and effective standard operating procedures for financial management.
- Maintain relevant chart of accounts, and accurate general ledger, accounts payable, accounts receivable, and payroll.
- Manage organizational cash flow. Regularly update cash flow projections. Meet with Board and Board committees with respect to financial reporting and ongoing HR and IT responsibilities.
- Prepare all supporting information for annual audits.
- Implement the annual budgeting and planning process in conjunction with senior management.
- Develop and implement policies and procedures to ensure personnel and financial records are archived in compliance with state and local laws and accounting standards.

- Oversee the management of all leases, contracts, and other financial commitments.
- Oversee vendor contract and third-party billing, acting as liaison to outside organizations.
- Manage administrative functions of the organization and ensure standard operating procedures are being followed in accordance to federal, state and local rules and laws.
- Lead strategy development, particularly related to hiring objectives and fulfilling service contracts.
- Manage employee tools, systems, and training programs, overseeing work of HR and IT Managers.
- Enhance or develop systems to improve the overall operation and effectiveness of the organization.

KEY COMPETENCIES

Key competencies include listening and communication, organizing data and information, attention to detail, integrity, honesty, confidentiality, service-focus, problem solving, reliability, adaptability, and efficiency.

QUALIFICATIONS

- Bachelor's degree in a related discipline, such as Business, Finance, Administration
- 5-7 years' experience in finance and administration and financial reporting
- 5 years' experience managing employees
- 5 years' experience in establishing policies and procedures and compliance monitoring
- Knowledge of GAAP for both profit companies and non-profit clients a plus
- Hotel or restaurant experience a plus

KNOWLEDGE, SKILLS & ABILITIES

- Advanced proficiency with computerized financial accounting and reporting systems
- Strong financial management acumen and understanding of generally accepted accounting principles and procedures
- Proficiency in Microsoft Excel, Word, Outlook and Internet Explorer required; Gusto, Quickbooks Time, CRM or similar database experience preferred
- Effective oral and written communication skills; must demonstrate active listening skills; use clear and professional language on the phone, computer and in person
- Able to establish and maintain healthy working relationships with colleagues and customers
- Basic knowledge of various employment laws and practices
- Excellent organizational skills; able to manage multiple projects and priorities
- Detail oriented, accurate, thorough, and able to monitor work for quality
- Ability to read, analyze, and interpret financial information and contract terms
- Good organizational skills with the ability to balance and prioritize multiple tasks and requests, and meet deadlines in a professional manner
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills

EEO STATEMENT

Fort Worden Hospitality is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

INTERESTED APPLICANTS, PLEASE SEND RESUME AND COVER LETTER TO HR@FORTWORDEN.ORG