



Port of Ilwaco

CREATED/UPDATED: November 13, 2020

TITLE: Accounting & Administrative Assistant

REPORTS TO: Port Manager and Port Finance Director

CLASSIFICATION: Full-Time/Non-Exempt/Hourly, 40 hours per week

DEFINITION:

This position is responsible for accounting and administrative support, including all secretarial and regulatory duties associated with Commission meetings and other meetings as directed, for both the Port of Ilwaco and Port of Chinook management. This role requires a combination of both independent and team-based work to complete accounting and administrative tasks which at times may be sensitive and confidential in nature.

CONTROLS OVER WORK:

This position performs under the direction supervision of the Port Manager and Port Finance Director. Accounting functions are performed under the general direction of the Finance Director.

ESSENTIAL DUTIES INCLUDE:

Accounting

- Computer entry of information for accurate processing of A/R, A/P and payroll in preparation for Finance Officer's approval
- Assist in preparing billing statements and resolving past due accounts
- Assist with cash handling (i.e.: receipting, balancing, deposits, petty cash) and revenue collection, including moorage payments
- Assist with accounts payable, including year-end forms, and spreadsheets on contract compliance
- Assist with completion of forms for remittance to State for local sales or use tax, leasehold excise tax
- Assist with account reconciliations and audits
- Assist with preparation of annual report and any other financial records and reports
- Assist with responding to inquiries and collection of special assessments, including seizures
- Assist with preparing and maintaining spreadsheets, charts, schedules, graphs or similar material
- Assist in developing and tracking annual budgets and project specific budgets, including charts and schedules
- Assist Finance Director with management of Port leases
- Provide accounting backup in the absence of the Finance Director

Administrative

- Organizing daily office duties
- Coordinate any and all Port meetings and meeting calendar
- Prepare and co-ordinate all materials (notices, agendas, resolutions as directed, etc.) in conjunction with the preparation for meetings
- Record & transcribe minutes for the Commission meetings
- Efficiently perform routine office duties, including handling of mail, phones, filing, scheduling of meetings and customer reception
- Prepare correspondence and other typing as directed
- Assist in annual advertisement and compilation for the Small Works Roster, Vendor Roster, and Architectures & Engineers Roster
- Assist in maintenance of public works and professional service contracts
- Prepare for publication all requests for Statement of Qualifications and Requests for Proposals
- Assist in maintenance of marina and boatyard contracts and qualifications
- Assist and back up other administrative staff with marina and boatyard functions
- Provides customer service, handling questions and complaints, in person, via telephone or by correspondence
- Compiles information on Port related projects as may be requested by Finance Director
- Assist in public record requests
- Maintain office supply inventories
- Assist with overflow work from other areas
- Assist in maintenance of all Port record retention per Secretary of State Schedules
- Any and all duties as assigned

WORKING ENVIRONMENT:

- Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The position will primarily be based in the Port of Ilwaco office and will also include time at the Port of Chinook (7 miles away).
- The employee may be asked to travel to meetings in or out of town, and will be required to attend Port meetings. Regular port meetings will be held in Ilwaco and Chinook.
- Job-related contact either by telephone, in person or through written communication with the Port's elected officials, coworkers, outside auditors, outside consultants, vendors and other business-related individuals or agencies
- Extensive contact with the public and required to be professional and courteous with all contacts
- Physically perform the essential duties of the job
- The nature of Port operations are cyclical and a higher level of customer activity will be present in the spring and summer months

DESIRED QUALIFICATIONS:

- Working knowledge of accounting principles
- Working knowledge of the accounting software, specifically QuickBooks Pro
- Working knowledge of data processing applications with extensive knowledge in the use of Microsoft programs – Word, Outlook, Excel
- Internet research skills
- Experience in double entry accounting, BARS is desirable
- Experience in cash handling, payroll, A/P, A/R, and/or other accounting functions
- Knowledge of public contracting practices and procedures
- Ability to multi-task and deal with frequent interruptions
- Ability to plan, coordinate and produce accurate work
- Ability to follow stated oral and written instruction
- Ability to function as independent self-starter with little supervision
- Ability to compose a variety of memorandums or letters, expressing ideas clearly and concisely with only general instruction
- Associates degree in accounting desirable
- Three full years of successful experience in a similar job of comparable scope is highly desirable
- Valid State vehicle operator's license

COMPETENCIES:

- Demonstrate excellent customer service skills with a diverse customer base
- Must use discretion in dealing with proprietary and other confidential matters
- Successfully manage time and prioritize tasks within given parameters
- Maintain data in an accurate and timely manner
- Establish and maintain effective working relationships with employees, Commissioners, other agencies and public in general
- Communicate effectively, both orally and written, with individuals and groups regarding all issues or regulations effecting the Port
- Operate equipment pertinent to job duties

The Port of Ilwaco complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or military action veteran status. This holds true for all employment. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.