



Port of Ilwaco

CREATED/UPDATED: January 12, 2021

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, to assist the Port of Ilwaco management with secretarial and regulatory duties associated with Commission and public meetings, general accounting functions, contracting and customer service. 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.
- Assist with cash handling (i.e.: receipting, balancing, deposits, petty cash).
- 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 responding to inquiries and collection of special assessments, including seizures
- Assist and provide backup for Finance Director in the event of absence.

Administrative

- Organizing daily office duties
- Coordinate public meetings and meeting calendar
- Prepare public meeting materials (notices, agendas, resolutions as directed, etc.)
- Record & complete Commission meeting minutes.
- Efficiently perform routine office duties, including handling of mail, phones, filing, scheduling of meetings and customer reception
- Assist in management of public works and professional services rosters.
- Prepare requests for Statement of Qualifications and Requests for Proposals
- 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

- Assist in public record requests
- Assist with overflow work from other areas
- Assist in maintenance of all Port record retention per Secretary of State Schedules
- Other duties as may be assigned from time to time

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 with allocated time at the Port of Chinook (7 miles away), since Ilwaco provides management to Chinook.
- Attendance at Port meetings 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
- Contact with the general public will be common, with more customer activity in the seasonal summer months/recreational fishing seasons.
- Physically perform the essential duties of the job

PREFERRED SKILLS/EXPERIENCE/APTITUDE:

- Working knowledge of accounting principles
- Working knowledge of the accounting software, specifically QuickBooks Pro
- Working knowledge of data processing applications, including Word, Outlook and Excel
- 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 follow stated oral and written instruction
- Writing skills needed to prepare correspondence.
- Experience in a similar job of comparable scope is highly desirable
- Valid Washington State vehicle operator's license

COMPETENCIES:

- Demonstrate excellent customer service skills with a diverse customer base
- Discretion in dealing with proprietary and other confidential matters
- Time management and prioritization of tasks
- Effective oral and written communication skills
- Customer service and a team player

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.