

Please send resume with cover letter and completed [employment application form](#) to shanek@portfridayharbor.org

Port of Friday Harbor

Job Title: Operations Assistant / Accounts Payable

Department: Administrative

Reports to: Port Auditor

Hours: Full Time (40 hours per week)

Pay Range: \$22-\$24 / hour DOE

Open: Until filled

Initial Applicant Review: August 15th

Benefits: Full benefits package including

- Health, life and disability insurance
- Holiday, vacation and sick pay
- Washington State Public Employees Retirement Program

Principal Purpose of Job: Has primary responsibility for processing bills for payment. Has primary responsibility for balancing daily tills, conveying receipts to the bank, and processing transmittals of receipts to County Treasurer.

Level of Authority: Participates on the business office team to ensure that the various business requirements of the Port are met. Works interdependently with other office staff most of the time. Completes routine assignments independently following standard practices.

Work Environment: Most of the work is performed indoors in the office. Occasional work is performed outdoors in all kinds of weather. Conditions experienced in the marina range from warm, sunny weather to windy, cold and wet weather creating icy and otherwise hazardous surfaces on the breakwater and floating docks. Potential safety hazards include falling into extremely cold water, handling hazardous materials, and risk of explosion from fuel leaks in unattended boats.

Essential Job Functions:

1. Prepares invoices for payment. Reviews and verifies accuracy of all invoices presented to the Port for goods and services. Compiles bills for Auditor and Port Commission review. Tracks payments on projects and contracts. Posts payment information to general ledger. Maintains files of paid bills and bills awaiting payment, including vendor W-9 forms.
2. Performs daily reconciliation of cash register receipts. Prepares transmittals to County Treasurer. Deposits receipts to bank daily or as needed. Maintains records related to cash collections as required by cash control procedures.

3. Posts payments to customer accounts in Port billing program. Trains to provide backup to person operating Port's billing program, accessing customer information and posting adjustments to accounts.
4. Assists in greeting Port customers in the office and on the telephone. Assigns guest boaters to slips in the absence of marina guest services staff.
5. Maintains inventory of office supplies. Orders and oversees maintenance of office machinery, including copy machine and postal meter. Sets up credit card machines and interfaces with bank on supplies and equipment.
6. Undertakes special accounting projects in coordination with Port Auditor.
7. Prepares documents and word processing tasks as required.
8. Collects revenues from airport according to cash collection procedures.
9. Maintains files on small works roster, legal advertising and public records requests.
10. Maintains and updates Port equipment and asset records.
11. Participates in Federal and State regulatory filing on quarterly and annual basis.

Additional Job Functions: The essential functions should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to relieve or cover absences, to equalize peak work periods, or otherwise balance the workload and meet the emergency and ongoing needs of the Port and the marina.

Qualifications:

Bookkeeping/ Accounting/ Customer Service

1. Must have strong skills and knowledge in bookkeeping and accounting practices, as acquired through some combination of education and experience.
2. Must have ability to work smoothly with other office staff.
3. Must have inter-personal skills for personal and telephone contact with Port customers, to resolve sometimes difficult and sensitive customer service issues.

Technical

4. Must have bookkeeping and computer skills sufficient for word processing and data entry including use of the Port's billing and accounting software.
5. Must possess a valid Washington State driver's license and be insurable.
6. Must be able to obtain and maintain a first-aid/CPR card.

Physical Capabilities

7. Physical strength and ability sufficient to lift occasionally 25 pounds.
8. Hearing sufficient to communicate at distances and to sustain attention to VHF radio while doing other work.
9. Stamina sufficient to occasionally walk the docks, breakwater and floats.