

JOB TITLE: Staff Accountant
Department: Administrative
Hours: Full-Time (40 hours / week)
Work Days: Monday - Friday
Reports To: Port Auditor



PORT OF FRIDAY HARBOR

Essential Job Functions:

- Performs accounting tasks related to the Port business which encompasses three marinas', an airport, a public beach and an in-house manufacturing team.
- Enter all accounts payable in the accounting system.
- Responsible for processing accounts payable checks semi-monthly.
- Participates in payroll processing semi-monthly.
- Prepares bank reconciliations.
- Processes monthly general journal entries.
- Lease tracking: including calculations for annual increases and required security deposits.
- Prepares monthly Excise Tax Returns and Quarterly Leasehold Tax Returns.
- Assist Port Auditor with annual state audits and internal audits.
- Work with Port Auditor on grants.
- Participates in financial statements preparation.
- Assist in preparation of annual budget.
- Assist in the preparation of the state annual report.
- Maintain Small Works Roster vendors and vendor W-9 forms.
- Prepare 1099's at year end.
- Perform human resource duties including on-boarding new staff and employee benefits program.
- Undertake special accounting projects as required.
- Make travel arrangements for staff and commissioners as needed.

Ideal Qualification to Bring to the Team:

- Experience in bookkeeping and accounting practices, including financial statements.
- Good organizational skills, both physical and electronic records.
- Ability to manage time to meet reporting deadlines.
- Ability to read accounting related materials and interpret them to apply to Port Operations.
- Self-motivated and willing to take on other tasks as needed.

Technical:

- You must possess a valid Washington State driver's license and ability to be insured.
- Must be willing to obtain and use a Notary License.

Why Port of Friday Harbor:

We truly believe that loving where you work matters. We provide career positions that provide family-wage compensation and benefits with professional growth opportunities.

- Competitive pay (\$38-\$45 per hour + COLAs)
- Great state retirement with deferred compensation options.
- Medical, dental, vision, life, AD&D, and disability insurance.
- Generous sick leave and vacation time.
- 12 paid holidays

Position Open Until Filled:

- If you feel you are a great candidate, please apply.