

# Port of Friday Harbor

**Job Title:** Bookkeeper/ Account Clerk

**Department:** Administrative

**Reports To:** Port Auditor

**Pay:** \$30-\$34

**Hours:** Full Time (40 hours per week)

**Benefits:** Family medical, dental, vision, life insurance, disability insurance, Public Employee Retirement Plan, optional deferred compensation, paid time off, 12 paid holidays

**Job Listing Date:** June 2026

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## Principal Purpose of the Position

Has primary responsibility for performing Port's essential accounting duties. Maintain general ledger and supporting records. Assist Port Auditor with internal audits and participate in State Auditors during annual audit.

## Level of Authority

Participate in the administrative office team to ensure that the various business requirements of the Port are met. Completes routine assignments independently following standard Practices.

## Essential Job Functions

- Accounts payable
- Accounts receivable
- Prepare, issue and send out invoices to clients in a timely manner
- Monitor incoming payments
- Reconcile accounts
- Ensure all transactions are recorded accurately
- Assists Port Auditor on contracts, grants and lease administration
- Track costs for grant reimbursement or in-house projects
- Works with Port Auditor on preparation of annual budget
- Prepare and post general journal entries
- Maintain general ledger and fixed asset records
- Asset with payroll and reviewing time sheets
- Work with other departments to come up with ideas and problem solve
- Schedule periodic reviews of accounts receivable to identify late payments and prioritize follow ups

## Qualifications

- Proven experience in bookkeeping, accounting, or a similar role
- Familiarity with accounting software
- Proficiency in Microsoft Excel and spreadsheet applications
- Strong attention to detail
- Ability to analyze financial data and prepare reports accordingly
- Have a valid Washington State Driver's License and be insurable

- Must be willing to obtain and use Notary License
- Ability to lift 25 pounds
- Hearing sufficient to communicate at distances
- Live on island and be willing to travel if needed for event or training
- Have the capabilities to operate any of the office equipment, computers, printers, telephones, postal, copy and fax machines

This job description reflects general details necessary to describe the job's essential functions and level of knowledge and skill typically required. The job description should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, or to otherwise balance the workload.

### **Equal Employment Opportunity & Accommodation**

The Port of Friday Harbor is an equal opportunity employer and does not discriminate on the basis of any protected class under applicable local, state, or federal laws.

The Port is committed to providing reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of this position. Requests for accommodation will be considered on a case-by-case basis in accordance with applicable laws and operational considerations.

This job description is intended to describe the general nature and level of work performed and does not constitute an employment agreement. The Port reserves the right to modify job duties, responsibilities, and requirements as organizational needs evolve.

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### **Applicant Acknowledgment**

Are you able to perform the essential functions of this position, with or without reasonable accommodation?

Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_