PORT OF PORT ANGELES

Accounting Clerk I (Reception, Accounts Payable & General Support)

POSITION SUMMARY

The Accounting Clerk I performs a broad range of accounting tasks with a primary focus on answering the phone, greeting customers, Accounts Payable, and providing general support to the accounting team. This position is cross trained in other accounting functions to provide backup support to Accounts Receivable and Payroll. Assists with internal control review and segregation of duties, including cash receipting. The Accounting Clerk I position involves creating and maintaining a broad range of moderately complex Excel spreadsheets to support various accounting functions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties and responsibilities may include, but are not limited to, any combination of the following tasks:

- Performs day-to-day reception office assignments and facilitates administrative projects with administrative personnel.
- Performs reception area greeting and referral functions; answers phone; and provides information and/or appropriate referrals.
- Prepares routine to moderately complex reports, compiling data from a variety of sources.
- Tracks fuel inventory monthly for fuel trucks.
- Opens, date stamps, sorts, and delivers mail daily to the appropriate staff. Stamps “For Deposit Only” on all incoming checks and provides documentation to the accounting department.
- Handles cash, checks, and prepares bank deposits with supporting documentation.
- Operates various office machines, including personal computer, typewriter, copy machines, calculator, fax, and other office equipment.
- Orders office supplies and distributes/stores.
- Orders launch ramp permits and tracks sales and documentation
- Maintains postage and copy machines by ordering service and supplies and replacing drums, cartridges, etc.
- Sends delinquent account and collection notices
- Establishes and maintains effective work relationships with coworkers and the public.
- Processes Accounts Payable by classifying and coding entries and transactions in accordance with the chart of accounts, Port guidelines, and other procedures.
- Prepares monthly, quarterly, and annual tax and other reporting.
- Appropriately identify unusual items; notice patterns that require additional research; handle or escalate non-routine items or other items of concern.
- Provides support to the accounting team in researching and resolving accounting problems and non-routine items.
- Cross-trains in other accounting functions to provide backup support to Accounts Receivable and Payroll.
- Assists in the preparation of various reports and spreadsheets for financial and department analysis. Prepares charts, schedules, graphs, or similar material.
- Performs other duties and responsibilities as required.

DESIRABLE QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Degree or equivalent from a two-year college and two years of related experience or equivalent combination of education and experience.

KNOWLEDGE, ABILITIES & SKILLS
Ability to read, write, and speak the English language at a level for efficient job performance.

- Ability to read, analyze, and interpret business periodicals, government regulations, and company handbooks.
- Ability to write reports and fill out forms accurately.
- Ability to effectively present information and respond to questions.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to apply concepts of basic algebra and geometry.
- Ability to effectively use computer software, including Microsoft Word, Excel, Outlook, and Microsoft Dynamics or an equivalent software and accounting program.
- Ability to proficiently utilize adding machines, typewriters, calculators, and other office equipment
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to prioritize and deal with problems involving concrete variables in circumstances where only limited standardization may exist.

CERTIFICATES, LICENSES or REGISTRATIONS
Valid Washington State driver's license.

PHYSICAL DEMANDS & WORK ENVIRONMENT
Requires sitting at a desk for extended periods of time, using a computer workstation for extended hours, bending, lifting, stooping, and occasionally lifting up to 25 pounds. Duties are performed in a moderately busy office environment.

IMPORTANT DISCLAIMER NOTICE
The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements, and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Port reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.