

Port of Tillamook Bay

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| Title: | Acctg Specialist Accounts Payable/Payroll | Department: | POTB Admin |
| Exempt/Nonexempt: | Nonexempt | Reports To: | Office Administrator |
| Pay Range: | \$17.00 - \$23.00 | Effective: | |

New Position:

Position Change:

General Position Summary:

Accounting Specialist – Accounts Payable/Payroll is responsible for the financial, administrative, and clerical support of the Port by processing, verifying and reconciling invoices, monitoring expenses, auditing accounts, keeping records of payment, and ensuring bills are paid in an efficient and timely manner. They also provide support by processing monthly payroll and payroll related payments. This position is also responsible for showing, scheduling, application processing and coordinating set up for the Port event rental locations throughout the Port.

Essential Functions/Major Responsibilities:

Accounts Payable

- A. Responsible for receiving invoices, matching invoices to assigned purchase orders, getting department supervisor approvals, and coding to correct expense per the adopted budget.
- B. Enter invoices into accounting software.
- C. Reconcile vendor statements and resolve discrepancies.
- D. Prepare and process accounts payable checks, wire transfers and ACH payments.
- E. Maintain vendor payment and account files.
- F. Correspond with vendors and respond to inquiries.
- G. Assist in monthly reporting and year end audit reports.

Payroll

- A. Match time off requests to monthly timesheets.
- B. Track paid time off balances.
- C. Enter monthly payroll, process paychecks and payroll related expense payments.
- D. Assist in quarterly tax reports and payments.
- E. Process W-2s.

Event Rentals

- A. Answers customer inquiries on event rental spaces.
- B. Shows event rental spaces to potential renters.
- C. Receive and process event rental applications.
- D. Maintain event rental calendar.
- E. Ensure set up and cleaning schedules for events.

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Office Administration and Miscellaneous/Other

- A. Assists with day to day office duties, including answering of phone calls, assisting with walk in visitors, photocopying, faxing and mailings.
- B. Maintain electronic and hard copy filing system.
- C. Retrieve documents from filing system.
- D. Resolve administrative problems and inquiries.
- E. Prepare written responses to routine inquiries.
- F. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- G. Schedule and coordinate meetings, appointments and travel arrangements for staff and supervisors.
- H. Coordinate maintenance of office equipment.
- I. Customer Service.
- J. Hunting license application and fee collection assistance.
- K. Includes other duties as needed and requested in departments.
- L. Back up and assist Accounts Receivable when needed.
- M. Assists in preparation of grant reimbursement requests.

Interpersonal Skills:

- A. Communication skills - written and verbal
- B. Planning, organizing and prioritizing
- C. Teamwork
- D. Confidentiality
- E. Information gathering and information monitoring
- F. Attention to detail and accuracy
- G. Flexibility/adaptability
- H. Customer service orientation

Supervisory Responsibility:

There is no supervisory responsibility with this position.

Job Scope:

Performs duties independently and as a team member under supervision, working with instructions and directions. Decisions are of a routine nature made with prescribed guidelines, policies and procedures. Mistakes and errors affect both the client and company and can result in poor customer service, loss of business and can have a negative financial impact for the organization.

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Knowledge and Skill Requirements:

- A. Knowledge of Microsoft Office, internet, email and telephone protocol.
- B. Duties require professional verbal and written communication skills
- C. Knowledge and experience in customer service
- D. Knowledge of accounts receivable
- E. Knowledge of accounts payable and payroll
- F. Knowledge of principles and practices of basic office management and procedures
- G. Knowledge of general bookkeeping procedures
- H. Proficient in relevant computer applications, Abila preferred

Education and/or Experience:

Two to five years of work experience dealing with the public in described functions; or substituting successful completion of course work/training in office and accounting principles for up to twenty-four months of experience; or any equivalent combination of experience and training.

Job Conditions:

Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level and learn complex computer programs. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport self to work, work-related meetings, workshops, and conferences, etc.

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| Employee | |
| Supervisor | |
| General Manager | |