



1804 Scott Road, Ste 101 • P.O. Box 872
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

Job Opportunity: Administrative and Accounting Support

Background

The Port of South Whidbey needs additional administrative support in its main office in Freeland. This position is half time, about 20 hours per week. The schedule for this position is flexible, but will need to report during Port business hours (9:00 a.m. to 4:30 p.m.). The candidate will need to be available at least on Mondays and Fridays for at least 4 hours. The position will report to the Executive Director and will work closely with the Port Clerk.

Duties and Responsibilities

- Answers incoming calls and provide customer service
- Coordinate the schedules of Commissioners, Staff and locations for public meetings
- Assist with generating and distributing meeting agendas
- Accounting Support:
 - Record and account for revenues from the South Whidbey Harbor, the Humphrey Road Parking Lot, and from the Fairgrounds. Includes counting cash and accounting for credit card payments and entering into QuickBooks
 - Support Port Clerk in generating/formatting Monthly Financial Statements from QuickBooks
 - Create monthly invoices
- General Office – filing and electronic storage for documents, copying, data entry
- Assist with Public Records Requests
- Distributes incoming mail, prepares outgoing mail
- Orders office and janitorial supplies, other orders as needed
- On an occasional basis, coordinate travel details for Staff and Commissioners

Desirable Qualifications, Knowledge, Skills and Abilities

- Competent computer skills including proficiency in Microsoft Word and Excel programs
- Prior experience with QuickBooks or equivalent accounting system
- Pays close attention to details, maintains a high standard for accuracy, completeness and efficiency in the preparation of reports
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a professional manner
- Excellent customer service abilities

Education, Experience and Certificates

- A high school diploma, or GED.
- Minimum of two years of prior experience in general office work and bookkeeping.
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.
- Valid Washington State Drivers License required.

Working Conditions: Occasionally, attendance at evening Commissioner meetings may be required, and/or trip to Port-owned facilities (mileage reimbursed by Port). Must possess mobility to work in a standard office setting, use standard office equipment, including a computer.

Compensation: The Administration and Accounting Support position is established as an hourly position with an initial compensation rate of \$18.00/hour, with an average of 20 hours per week.

Application Information

An application should include:

Application Information

An application should include:

- Brief resume, to include history of work (dates, wages/salary, job title, duties, name/address/phone of employer, reason for leaving); education; professional references; special skills, abilities and expertise.
- A completed employment application.
- Briefly describe why you believe you are suited for this position.
- Signed consent form, for pre-employment screening purposes. Please include copy of current valid driver's license.

ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL

All application packets must be received in the Port office no later than 4 p.m. on Friday April 8, 2016.

All applicants will be subject to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified within two weeks, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties. Anticipated start date is April 25, 2016 or earlier.