

Port of Kalama

Title: Revenue/AR Accountant Department: Administrative
Status: Non-exempt Reports to: Finance Manager

General Position Summary:

This position is responsible for tasks associated with the port's revenue accounting and accounts receivable processes. It also entails filing Department of Revenue reports and working with the Cowlitz County Treasurer to record electronic fund transfer inflows and outflows. Some general ledger coding is required. The successful candidate is a team player, able to work in a fast pace environment and is effective in implementing accounting policies. The position requires the ability to manage evolving processes and workflows as the Port grows.

Essential Functions/Major Responsibilities:

The principle duties and responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

- Prepare invoices for all of the Port's various customers including terminal activity, real estate tenants and marina and recreation activity; and
- Maintains the associated AR databases
- Work with Economic Development Manager to set up and terminate leases accurately
- Manage Lease Compliance
 - Track and calculate rent adjustments
 - Insurance charges
 - Sewer charges
- Assist with DNR aquatic lands lease compliance
- Allocate Linesmen wages to terminal general ledger expense accounts
- Allocate B&O expenses to general ledger expense accounts
- Post receipts received by cashier and apply to invoices within the accounting system
- Prepare deposit and report receipting activity to the Treasurer

- Vouch and set up new vendors
 - Obtain W-9s for new vendors
 - Process annual 1099 reports for vendors
- Reconcile fuel transactions
- Reconcile credit card transactions
- Process fuel logs for staff fuel use
- Department of Revenue tax reporting and remittances:
 - Leasehold Taxes
 - B&O Taxes
- Process and track treasurer receipts
- Process treasurer EFT disbursement transactions including transfers for linesmen and staff payroll as well as Department of Revenue tax payments

Secondary Functions:

- Assist with annual accounting audit
- Backup for Accounts Payable
- Other duties as assigned

Job Scope:

- Work varies and is moderately complex
- Perform duties independently with minimal supervision, operating under high level directions and instructions
- Make decisions of a routine nature within established authority

Supervisory Responsibility

- The position has no supervisory functions.

Interpersonal Contacts:

- In any dealing with the public, employee shall be courteous and professional. The employee is to always represent the Port and staff in a positive way to the public. When dealing with disgruntled parties, extra care is to be taken to remain objective and professional.
- Clients, consultants and other business partners of the Port are to be addressed with professionalism at all times. Interactions with other Port personnel are to be courteous and respectful, regardless of position within the organization.
- Most interactions come in the form of email, phone, and face-to-face contact.
- All documents, paper or electronic, created with Port resources or on behalf of the Port are public documents subject to disclosure requests. Care must be taken to ensure all communications are appropriate for disclosure.

Specific Job Skills:

- Good interpersonal, communication, and customer service skills
- Good organizational and time management skills
- Ability to read, write, speak, and understand English
- Ability to efficiently type, use word processing, spreadsheets, and other software in the Windows environment
- Familiarity with Sage Intacct accounting software desirable
- Familiarity with Laserfiche software desirable
- The ability to operate office equipment such as, but not limited to, PCs, printers, fax machines, copy machines, and multi-line telephone systems.
- Possess a valid driver's license, acceptable driving record, and proof of current vehicle insurance.
- Capable of repetitive hand motions on a frequent basis including keying, grasping, and handling
- Physical ability to sit, stand, and bend for extended periods throughout the work day
- Physical ability to hear, to see, to move office supplies, to bend, and to twist.
- Ability to read handwritten and typed documents on paper and on computer screens.
- Ability to collect data, organize information, and develop reports with minimal supervision
- Ability to instigate and perform responsibilities associated with on-going assigned tasks with minimal supervision

Education and/or Experience:

- Associate degree in accounting or related business field. General knowledge of accounting principles. Sufficient experience can be substituted for formal education.

Job Conditions:

- The position is in an office environment that requires multi-tasking and interactions with the general public. Standing and sitting may be required for long periods of time.