

Port of Ridgefield Job Description

Job Title: Accounting Manager

Supervisor: CEO

POSITION SUMMARY: This position is located in the Port of Ridgefield administrative offices at 111 West Division in Ridgefield Washington. It is a full-time, exempt position. The Accounting Manager performs a variety of complex accounting and personnel functions described below. The Accounting Manager is responsible for the day-to-day accounting activities including but not limited to, producing monthly, quarterly and yearly financial statements, manage the AR and AP functions, grant administration, human resources/benefits coordination functions, and other governmental and reporting requirements. This position serves as the Port Auditor and Assistant Port Treasurer.

This position is responsible for assisting the CEO by maintaining a high-levels of professionalism in: financial record keeping, procedures, policy and regulatory compliance, and communicating as necessary, the financial status of the Port District.

The Port of Ridgefield Accounting Manager must be able to maintain public trust – with the Port Commission, staff and citizenry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❑ Maintain accurate and current financial reporting. Maintain up-to-date general ledger account analysis. Review and quality control all general journal entries. Prepare monthly finance reports and weekly cash reports.
- ❑ Maintain the Port's fixed asset system, including all Construction in Progress accounts. This includes regular updates of fixed asset and depreciation records and maintenance and reconciliation of annual asset inventories.
- ❑ Journal entry preparation and entry during the month, month end, and year end.
- ❑ Review monthly bank reconciliations and any monthly reconciling items with the VP of Operations
- ❑ Review monthly and quarterly compliance reports as required and brief Port CEO and Port Commission.
- ❑ Preparation of preliminary financial statements and assist with preparation of the draft of the actual Annual Report in accordance with generally accepted accounting principles. Prepare schedules and other data for the State Auditor's Office and other agencies as required.
- ❑ Coordinate with the Port's CPA, to prepare reports and annual financial statements. Provide audit support and preparation for audit by State Auditor's Office.
- ❑ Assist with the annual budgeting process. Prepare budget line items, spreadsheets and budget analysis, cashflow analysis, etc.
- ❑ Retain accounting system records and in accordance with state and federal legal requirements; including grant accounting as necessary.

- ❑ Cash Management: Monitor cash. Reconcile bank and county statements assure compliance with BARS manual and internal policies and procedures regarding cash management.
- ❑ Must be able to generate invoices as necessary and track payments, process bills through the check-writing process.
- ❑ Must be able to compute and fill out the required forms for leasehold tax and combined excise tax forms.
- ❑ Administer delinquent account activity and collections.
- ❑ Assist in preparation of board materials to be presented to Board of Commissioners.
- ❑ Assist the VP of Operations in the construction project contracts review. This includes monitoring compliance with applicable laws and review of billings for contract and billing compliance.
- ❑ Maintain insurance Statement of Values detailed schedules.
- ❑ Payroll & Human Resource related requirements include:
 - ❑ Must be able to do biweekly payroll
 - ❑ Must be able to produce monthly, quarterly, and yearly payroll reports
 - ❑ Must be able to fill out W-2 and W-3 forms
 - ❑ Must be able to understand and work with the health insurance plans and PERS plan that the Port participates in
 - ❑ Maintain personnel and healthcare records and confidentiality thereof
 - ❑ Must serve as the Benefits Coordinator for the Port
 - ❑ Review and maintain accurate and complete records for the Department of Retirement Systems.
- ❑ Perform relief and backup duties as necessary for administrative positions during absences and peak workloads (answering and directing incoming calls, sorting mail, typing, etc.)
- ❑ Perform other duties, special projects/assignments as directed by the Port CEO.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The individual hired must be able to work at computer keyboards for extended periods of time.

- ❑ **Education and/or experience:**
Must have minimum of five years-related office/bookkeeping experience in Governmental Accounting. Appropriate college level degree may be substituted for experience. The candidate must be highly organized and comfortable working with multiple projects, deadline and under stressful situations. Must be self-motivated, require minimal supervision, and:
 - ❑ Work with the BARS accounting system
 - ❑ Understanding of government accounting
 - ❑ Understand General Ledger accounting
- ❑ **Language Skills:**
Ability to read and interpret documents such as grant and/or contract applications, agency rules and regulations, and other documents associated with proper business management. Ability to write routine correspondence. Ability to use tact and discretion in meeting with public; maintaining confidentiality as appropriate; and be courteous toward public and fellow employees. Must maintain a neat personal appearance and have the ability to communicate effectively both orally and in writing.

- ❑ **Mathematical Skills:**
Ability to calculate figures and amounts such as governmental match and percentages. Must be able to understand and compute interest rates, tax and growth rates, payment schedules and similar functions.
- ❑ **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.
- ❑ **Certificates, Licenses, Registrations, Professional Knowledge:**
Must possess a valid State of Washington driver's license and provide proof of insurability. Must be bondable. Willingness to serve as Notary Public is appreciated. Must be willing to continually gain professional knowledge with evolving regulations, accounting practices, and other skills necessary for execution of duties and responsibilities described herein.
- ❑ **Other skills and Abilities:**
The Port of Ridgefield operates a local area network in a Windows based, IBM compatible environment. Basic computer skills needed including Word, Excel, QuickBooks and database. Must be able to generate/manipulate spreadsheets, including production of graphs, payment schedules, analytics. The candidate needs ability to operate standard office equipment including use of copier, programming facsimile, and typewriter. Must be 10 key proficient.

PHYSICAL DEMANDS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❑ While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Employee must have the ability to communicate one-on-one with clients and in-group settings. The employee is occasionally required to drive an automobile.
- ❑ The employee must frequently lift and/or move 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

SALARY & BENEFITS: Salary Range \$55k-\$85k. Full benefit package includes healthcare and retirement.

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