

Job Description: Bookkeeper
Department: Administration
Reports to: Director of Finance and Administration
FLSA Status: Non-Exempt



Position Summary: The Bookkeeper records all financial transactions, does monthly accounts reconciliations and assists the Director of Finance and Administration (DFA) to manage the financial records in accordance with Washington State Auditors Office's best management practices. This position is in full charge of accounts payables and payroll processing, files tax reports, oversees accounts receivables, and from time to time conducts financial research projects as directed by the DFA.

Principal Duties and Responsibilities

- Manage all aspects of accounts payables. Setup vendors and associated contracts, as directed by DFA, in accordance with authorized procedures. Enter key data of financial transactions into QuickBooks on a daily basis.
- Assure that all entries are accurately applied to accounts and departments in the accounting system.
- Assure credit card and house accounts paperwork are submitted by staff in accordance with written procedures and receipts are reconciled monthly to statements.
- Enter all sales, receipts and record deposits for Food Service outlets on a daily basis.
- Manage finance department's petty cash. Audit petty cash accounts and till banks for all departments.
- Make standard daily journal entries as directed.
- Assist with annual budget input into QuickBooks
- Make daily deposit runs to the bank.
- Implement and oversee an efficient Purchase Order system.
- Train front line staff on cash management procedures.
- Maintain complete filing system to support financial, human resources and public records and file paperwork daily.
- Coordinate with HR manager to update employee information in QuickBooks and insurance benefits for all employees.
- Assist with biweekly payroll processing and required tax filings and reporting.
- Make recommendations to DFA and assists in writing financial procedures and training staff to follow the procedures.
- Attend and participate in staff meetings as required.
- Perform other duties, responsibilities, and special projects as assigned.

Minimum Qualifications

- A high school diploma or equivalent. An Associates or higher degree in Finance, Accounting or Business is preferred. Five years of experience in recording accounts payables and receivables in QuickBooks. A bookkeeping certificate is preferred.
- Five years of demonstrable PC and data entry experience, including advanced knowledge of the Microsoft Office suite.

- At least 5 years of bookkeeping experience using QuickBooks for companies or government agencies with an annual budget of \$1,000,000 or more. Bookkeeping for a public agency is preferred.
- Valid Washington State Driver's License and insurability on FWPDA's auto liability policy

Knowledge, Skills, and Abilities

- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, and common sense
- Using initiative, discretion and judgment within established procedures guidelines and rules
- Attention to detail and ability to maintain a high level of accuracy in preparing and entering large volume of transactions into the QuickBooks accounting system and filing information in the paper and electronic files
- Reading and understanding documentation
- Effective writing, verbal and listening communication skills
- Demonstrated time management skills
- Working well in a team environment, establishing and maintaining effective working relationships with those contacted in the course of work, including PDA staff and Board, community groups, and the general public; and applying safe work practices.
- Willing and able to work evenings and weekends if needed

Key Competencies

Key competencies include listening and communication, aptitude for numbers and systems design, organizing data and information, information collection and monitoring, attention to detail, strong written and verbal communication skills, integrity, reliability and efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

To Apply

Email your resume to HR@fortworden.org.