



Fort Worden

— PORT TOWNSEND —

A HISTORIC GATHERING PLACE

Position:

Human Resource and Finance Assistant

Position Summary:

Human Resource and Finance Assistant contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes learning, empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Assistant helps with the implementation of services, policies, and programs through HR and Finance staff.

The HR and Finance Assistant is responsible for assisting with the administration of the day-to-day operations of the human resources and finance departments. This position assists in the daily flow of paperwork and information and will focus on specific duties in recruiting, onboarding, training and development, HRIS management, benefits, and maintaining accurate physical and electronic records in multiple systems.

Duties include:

- Maintain all personnel files and records, keeping all filing up to date and organized
- Assist with all aspects of recruiting as directed
- Create pre-hire paperwork and makes sure the workspace, computer and other equipment, mailbox, and appropriate software are ready for the new employee's start day
- Order and disperse employee name tags, uniforms and oversee the "shoes for crews" program
- Files all compliance reports with the state and federal government including EE-1, DSHS reporting
- Assists with the implementation and tracking of company safety and health programs
- Assist employees with any benefit claim issues or concerns
- Provide accurate data to payroll/AP for the reconciliation of monthly billing statements against payroll deductions
- Maintain, control, and secure confidential and sensitive records
- Update employee, financial, administration data or records in multiple systems on a regular basis
- Transfer data from written records, interviews, and paper formats via computer, recorders, or scanners
- Verifying data by correctly checking and comparing source documentation

Minimum Qualifications:

- High school diploma or G.E.D.
- Bachelor's degree in business, human resources or equivalent experience
- SPHR certification a bonus
- 2-3 years' experience performing Human Resources assistance including recruiting and benefits



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- Excellent computer skills, including Word and Excel in a Microsoft Windows environment
- Skills in database management and record keeping
- Experience using the 10-key pad or machine for data entry
- Experience in the hospitality industry is a plus but not required

Knowledge, Skills, and Abilities:

- Effective verbal and written communication and interpersonal skills
- General knowledge of various employment laws and practices
- Knowledge of the recruitment process
- Able to identify and resolve problems in a timely manner
- Keen eye for detail and the ability to gather and analyze information skillfully
- Type 45 to 50 wpm
- Reliable and able to work independently and as part of a team
- Able to exhibit and maintain a high level of confidentiality
- Excellent organizational skills
- Able to follow directions thoroughly

Key Competencies:

Key competencies include listening and communication, organizing data and information, attention to detail, integrity, honesty, customer focus, problem solving, reliability, adaptability, and efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

To Apply:

Email your resume to Holly Height at hheight@fortworden.org.

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.

Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.

**A full job description will be available during an interview.*