

Job Description: Assistant Bookkeeper
Department: Administration
Reports to: Accounting Manager
FLSA Status: Non-Exempt
Wage & Benefits: \$20-\$25 per hour depending on experience; this is a full-time position and includes full benefits including medical, dental, and paid time off. See Employee Manual for details.



Position Summary: The Assistant Bookkeeper is responsible for accounting data entry, public records management and human resources administrative management duties. The Assistant Bookkeeper maintains vital financial, human resources and public records, collects data and provides information to the public when requested. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our employees and guests maintaining a professional and friendly demeanor in accordance with established policies and regulations, while maintaining a very high degree of confidentiality.

Principal Duties and Responsibilities

- Enter key data of financial transactions into QuickBooks on a daily basis
- Prepare and enter all receivable invoices
- Make sure 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 and Guest Services on a daily basis
- Make daily deposit runs to the bank
- Assist in accounts payable bill entries
- Training front line staff on cash management procedures
- Manage Discover Pass inventory
- Audit internal department banks
- Maintain complete filing system to support financial, human resources and public records and file paperwork daily
- Administrative management of hiring paperwork and insurance benefits for all employees
- Collect, sort, prepare and scan documents and maintain files for official recorded documents
- Attend and participate in staff meetings as required
- Perform other duties, responsibilities, and special projects as assigned

Minimum Qualifications

- A high school diploma or GED equivalent
- 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
- Two years of experience as an administrative position. Experience in a public agency 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 listing 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.

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 and groups who seek enrichment and discovery through life-long learning.

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Assistant Bookkeeper

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					x
Walking		x			
Standing		x			
Running	x				
Bending or twisting			x		
Squatting or kneeling		x			
Reaching above shoulder level		x			
Climbing (e.g. ladders)	x				
Driving cars, light duty trucks	x				
Driving heavy duty vehicles	x				
Repetitive motion of hands/fingers					x
Grasping with hand, gripping		x			

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			x		
Lifting/carrying 26-50 pounds			x		
Lifting/carrying more than 50 pounds	x				
Pushing/Pulling	x				
Using Foot Controls	x				
Work in/exposure to inclement weather	x				
Work in/exposure to cold water	x				
Exposure to dust, chemicals or fumes	x				
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Swimming, scuba diving	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases	x				
Exposure to blood, body fluid, or potentially contaminated materials	x				
Exposure to needles or sharp implements	x				
Use of hot equipment (e.g., ovens)	x				
Exposure to electrical current	x				
Seeing objects at a distance	x				
Seeing objects peripherally	x				
Seeing close work (e.g., typed print)					x
Distinguishing colors					x
Hearing conversations or sounds	x				

	NA	NE	O	F	C
Hearing via radio or telephone	X				
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

<p>Are there any other physical or mental requirements of this position not addressed above?</p>

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date