



Fort Worden Hospitality

210 Battery Way
Port Townsend, WA 98368
360.344.4400 | fortworden.org

JOB ANNOUNCEMENT: FULL CHARGE BOOKKEEPER

Full-time, 40 hours per week, FLSA Exempt

Starting Salary Range: \$62,400-68,640

Reports to Director of Finance and Administration

OUR MISSION: Fort Worden Hospitality welcomes visitors to a treasured state asset – Fort Worden State Park and Lifelong Learning Center. We connect people to the park's resources: the lifelong learning center campus, the cultural, educational, artistic, environmental, and recreational programs offered by the park's partner organizations; the trails, beaches, and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and lifelong learning programming.

Fort Worden's Service Philosophy

- **Cultivate a community** for anyone to feel welcome at Fort Worden.
- **Attention to detail** in every task.
- **Model of integrity** in policy and practice.
- **Proactively work to ensure guests and employees want to return.**

POSITION SUMMARY

The Full Charge Bookkeeper is responsible for performing the full range of bookkeeping duties for our organization. This includes all Accounts Payable, Accounts Receivable, and Payroll activities as well as monthly close and reporting functions. In addition, the Full Charge Bookkeeper manages benefits processing and regulatory reporting, and assists the Leadership Team with annual budget and audit preparation.

PRIMARY DUTIES & RESPONSIBILITIES

- Process accounts payable and receivable
 - Serve as a point of contact with vendors
 - Collate and enter vendor expenses
 - Enter company debit card transactions into QuickBooks
 - Reconcile input from POS system and perform general journal entries
 - Prepare a small volume of customer invoices
 - Prepare charge-back invoices for partner organizations
 - Process daily till drops and checks received and prepare deposits
- Manage payroll and 1099 processing
 - Semi-Monthly cycle processed through Gusto and QuickBooks Time
 - Monitor State and Federal tax deposits and filings processed through Gusto
 - Monitor year-end W2 and 1099 reporting processed through Gusto
- Perform month-end close and reporting
 - Reconcile bank and general ledger accounts
 - Process inventory adjustments
 - Prepare monthly State B&O tax reporting
 - Calculate fees and pass-through charges to PDA

- Produce monthly financial statements in collaboration with the Director of Finance
- **Manage HR and benefits processing and regulatory reporting**
 - Monitor the filing of HR regulatory reports processed through Gusto
 - Perform benefits administration to include claims resolution and change reporting
 - Serve as a point of contact with benefit vendors and administrators
- **Assist the Leadership Team with yearly budget and audit preparation**
 - Prepare look-back reports as requested
 - Perform pay rate analyses as requested
 - Collaborate in cost projection analysis
 - Prepare supporting information for audit
- **Other duties as assigned**

QUALIFICATIONS

- 4+ years of Bookkeeping experience including AP, AR, and Payroll
- Degree or certification preferred, equivalent experience accepted
- Hotel or restaurant experience a plus!

KNOWLEDGE, SKILLS & ABILITIES

Required

- Proficiency in QuickBooks and core Office 365 Suite
- Effective and professional oral and written communication skills
- Ability to maintain a high level of confidentiality
- Excellent organizational skills; able to manage multiple priorities
- Ability to work to a strict deadline
- Excellent attention to detail and follow through
- Accurate, thorough, and able to self-monitor work for quality
- Ability to work independently with minimal supervision

Preferred

- Previous experience as a full charge bookkeeper
- Gusto and QuickBooks Time experience
- Experience preparing financial statements and tax filings
- Basic knowledge of various employment laws and practices

EEO STATEMENT

Fort Worden Hospitality 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, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.