

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Accounting Clerk

Under the supervision of the Finance Director, the Accounting Clerk will be assist with the day-to-day financial management and record keeping of the organization.

PRIMARY RESPONSIBILITIES:

- Recording of vendor and contractor expenses in accordance with agreements and as authorized by management staff
- Disbursing payments according to cash availability and established internal controls.
- Annual 1099 compliance reporting
- Prepare billings as required monthly for *48° North* advertising
- Prepare monthly credit card reconciliation
- Sort and properly prepare financial and other organization records for archiving or shredding as assigned by the Finance Director and in accordance with the organization record retention policy.
- Coordinate with Finance Director to recruit and train Event Green Team volunteers.
- Coordinate with finance team to prepare for annual fiscal audit and assist auditors while on-site
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in finance department, the Accounting Clerk will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- Excellent written and verbal communication skills.
- Excellent computer skills including proficiency in QuickBooks and Excel.
- Demonstrated ability to work independently, as well as with a team.
- Flexibility, patience and sense of humor.

Position is Part-time

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Accounting Clerk

Reports to: Finance Director, Eileen Johnston

Wage: \$15 - 17 Non-exempt – DOQ

15 hours/week

Deadline for applications: open until filled.

Send resume and cover letter to eileen@nwmaritime.org



NORTHWEST MARITIME CENTER
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