

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Accounting Clerk

Under the supervision of the Finance Director and working in a team environment, the Accounting Clerk will assist with the day-to-day financial management and record keeping of the organization. This position requires a keen attention to detail and comfort in learning new systems.

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 metaphorical; 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

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.



NORTHWEST MARITIME CENTER
431 Water Street, Port Townsend, WA 98368
nwmaritime.org | 360.385.3628

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, debt free, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: “We don’t do B work.”

On top of it all, you’d get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Maritime Center’s relative scale to our small town means that the effects of our success can be observed in the success of our community. You’ll be doing meaningful work for the place you live and your efforts will make a tangible difference.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That’s why we get excited to come to work in the morning, and that’s why we think you should want to be here too.

IMMEDIATE OPENING

Submit resume and cover letter to apply@nwmaritime.org. Include “Accounting Clerk” in the subject line.

Position is Part-time, 15 hours/week

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

Position title: Accounting Clerk

Reports to: Finance Director, Eileen Johnston

Wage: DOQ, non-exempt \$15 – 17 per hour

