

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Bookkeeper

The Northwest Maritime Center is growing and adding additional capacity to our dynamic Finance team. Under the supervision of the Finance Director and working in a collaborative team environment, the Bookkeeper will assist with the day-to-day financial management and record keeping of the organization. To succeed in this role, you need a keen attention to detail and be comfortable in learning new systems.

PRIMARY RESPONSIBILITIES:

Vendor and Contract Disbursements:

- 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
- Prepare monthly credit card reconciliation
- Annual 1099 compliance reporting
- Reporting and processing of payments to State and Local taxing agencies as assigned

Payroll:

- Process semi-monthly payroll and make timely payroll liability deposits and payments
- Prepare quarterly payroll reports and annual W-2s

Accounts Receivable:

- Process and record incoming payments from a variety of sources for memberships, donations, program fees, festival and event registrations, and any other revenues streams as assigned

In-Office Duties:

- Collect the mail and process by scanning documents to the appropriate locations
- Prepare and make bank deposits as needed
- 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

General:

- Assist Finance Director with the input of annual budgets
- Coordinate with the Finance Director to recruit and train Event Green Team volunteers once in-person events (Race 2 Alaska Ruckus and Wooden Boat Festival) resume
- Coordinate with the finance team to prepare for the annual fiscal audit and assist auditors while on-site
- Other duties as assigned



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

GENERAL OPERATIONS

While this position's primary responsibility is in general bookkeeping and payroll, the Bookkeeper 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 Maritime 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

- 2+ years relevant experience or equivalent degree in accounting or closely related field
- Excellent written and verbal communication skills
- Excellent computer skills including proficiency in QuickBooks, Excel, and Google Suite
- Demonstrated ability to work independently, as well as with a team
- Flexibility, patience, and sense of humor
- Reliable transportation

PREFERRED QUALIFICATIONS

- Previous non-profit experience
- Working knowledge of maritime culture/boats/local marine trades
- Preference for local candidates

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, an engaged 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.

The current pandemic has had significant impacts on our organization and our ability to serve our community—just as it has affected other organizations. We shifted activities and made some hard choices but did so to preserve the resources that would enable us to rebuild when public health allowed us to return to normal service levels.

Our crystal ball isn't any clearer than yours, but we are now on a path to grow beyond our pre-pandemic size. The work of our board and our team is key to that growth and rebuilding, and we want you if you have the skills to help the team succeed and are excited to be part of the team that is using this moment to not just survive, but scale.

The NWMC is dynamic, growing, making a difference in our community, and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. Plus, all of the fun stuff like kids' programs, festivals, and adventure



paces. 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 to work on the water in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Northwest 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.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

Submit resume and cover letter to apply@nwmaritime.org. Include "Bookkeeper" in the subject line.

Position is full-time, 40 hours/week

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

Work Location: Work can be conducted in a partial remote and partial in-office setting. Will require a minimum of two partial days per week in the office with occasionally unscheduled in-office duties

Benefits: Health, Dental, Vision, Paid Time Off, Flexible schedule

COVID-19 Precautions: Following all federal, state, and local health guidelines and all staff are strongly encouraged to be fully vaccinated against COVID-19.

Reports to: Finance Director

Wage: \$23 - \$25 per hour non-exempt – DOQ

Deadline for applications: Open until filled; application review begins September 27, 2021

