Last Date Updated: September 10, 2021

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| **Position Number:** | F0008 | | Pay Range | | $17.99 to $24.51 |
| **Position Title:** | Accounting Technician | | | | |
| **Position Class** | Accounting Specialist II | | | | |
| **Name** | Vacant | | | | |
| **Department:** | Finance | **FLSA:** | | Non-Exempt | |
| **Immediate Supervisor (Title):** | Accounting Supervisor | | | | |
| **Supervisor name:** | Mark Harris | | | | |
| **Positions Supervised by this Position (Titles):** | | None | | | |

POSITION OBJECTIVES:

This position performs a variety of accounting duties related to the revenue recognition, accounts receivable, and accounts payable functions. This position processes commercial fishing related service tickets, assists in the monthly preparation of customer billing statements, and processes cash receipts and bank deposits. This position assists with the Port’s purchase order system and with recording cash disbursements. This position is also a backup for customer service support at the Port Administration Office.

ESSENTIAL JOB FUNCTIONS:

**Accounts Receivable (65% of Time)**

* Track registration of commercial fishing vessels and related documentation, obtain moorage license agreements and insurance information.
* Backup and assist in daily inventory of vessels.
* Setup and maintain customer accounts in Port’s accounting system.
* Process service tickets for all commercial services.
* Assist in printing and mailing monthly billing statements.
* Input daily sales from the Port’s South Beach facilities.
* Assist customers with billing questions.
* Process cash receipts and assist in making bank deposits.
* Assess late fees and draft past due notices on delinquent accounts.

# Customer Service (25% of Time)

## Provide information and assistance to customers and Port staff and connect them to other departments as needed.

## Provide service and sales to Port customers entering the Port Administration Office.

# Accounts Payable and Administrative Support (10% of Time)

## Reconcile and post ACH cash disbursements to cash accounts.

## Assist with completion of purchase orders.

## Serve as backup for answering and routing incoming calls and processing incoming mail.

Other Duties as Assigned

REQUIRED QUALIFICATIONS:

A high school diploma and some college coursework in bookkeeping or accounting or an equivalent combination of education and experience is required.

Two to three years of previous bookkeeping experience or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the essential functions herein described is required.

Must be in a physical condition compatible with job requirements, with reasonable accommodation.

CPR and First Aid Certification optional.

SPECIAL REQUIREMENTS OR LICENSES:

Must be at least 21 years of age and possess a driver’s license accepted by the State of Oregon upon hire and must be insurable by the Port’s insurance provider.

WORKING CONDITIONS:

Work is primarily conducted in an indoor office setting. The noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent. This level has a work environment that is usually well-protected and minimally free from hazards or obstacles (0-20%). There is a little or minimal element of personal risk or hazard.

Positions rated at this level require minimal physical effort (0-20%) such as light lifting, carrying or movement and are occasionally required to sit, stand, bend, kneel, stoop, reach, and manipulate objects. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.

The position requires mobility including moving materials weighing up to ten (10) pounds on a regular basis and infrequently moving materials which may weigh up to twenty (20) pounds. Manual dexterity and coordination are required for the majority of the work performed for the operation of equipment such as computers and other standard office equipment.

COMMUNICATIONS:

This position communicates with both internal and external contacts. Internally, the primary contacts are made within the individual's own work group and other departments. Externally, contact is with customers, vendors, and the general public. The contacts are both of a routine and non-routine nature and require some discussion or explanation. Communication and interpersonal skills are important and require some refinement for the successful completion of job responsibilities. Some adverse or positive consequences may result from these interactions. Contacts can be both one on one situations or group settings. Contacts contain some discussion about confidential/sensitive matters.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities but may occasionally be asked to orient and/or train new employees.

SUPERVISION RECEIVED:

This position is expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

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| Employee Name | Employee Signature | Date |

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| Supervisor Name | Supervisor Signature | Date |

*The Port of Newport is a diverse community that provides equal opportunity in employment and in its programs and activities. It is the policy of The Port of Newport and its Board of Commissioners that no discrimination or harassment will occur in its employment practices or in any of its educational programs or activities based upon race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.*

*The Port of Newport also prohibits retaliation against an individual for engaging in activities protected under this policy and interfering with the rights and privileges granted under anti-discrimination laws.*

*Individuals with questions about equal opportunity and non-discrimination should contact the Director of Finance and Business Administration at 541-265-7758.*