



## **Accounts Payable Specialist – Administrative Support**

The Port of Edmonds manages several facilities across our property, including a marina, dry storage and business park. We strive to provide the best customer service experience in Puget Sound while offering quality facilities and excellent value. We employ a dynamic team and offer a fun work environment.

We are looking for an experienced Accounts Payable Specialist – Administrative Support professional to process and maintain accounts payable records and provide a wide range of administrative tasks and clerical support to the Administration and Operations offices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for accounts payable functions to include, data entry, vendor maintenance, preparing and posting of checks and ACH payments, year-end W9 tax reporting.
- Receipt and monitor all incoming cash from point-of-sale stations to include auditing of daily receipts and fuel sales transactions, maintain various spreadsheets related to operations charges, fuel sales, cash receipts, and tenant charges, prepare deposits and deliver to the bank.
- Perform receptionist duties including, but not limited to, operating a multi-line telephone console to receive, screen, and direct calls from both internal and external callers.
- Provide front counter customer support to include greeting of visitors, accepting moorage payments, assisting Port vendors and commercial vendors, distribution of commercial vendor master keys and parking permits, answering general questions regarding the Port, direction of other requests and problems to appropriate personnel.
- Receive and distribute incoming and outgoing mail, and handle distribution of direct mailing projects.
- Provide backup administrative support and commission packet/planning support to the Executive Assistant-Accounts Receivable Specialist.
- Provide support to the Administration staff with daily tasks included with the processing of payroll, accounts receivable, and data entry.
- Serve on committees as needed and coordinate various program details.
- Perform other related duties as required.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of computer applications including Word, Excel, and Outlook.
- Knowledge of accounting processes to include accounts payable, accounts receivable, and payroll.
- Ability to keep confidentiality and maintain discretion.
- Flexibility, excellent interpersonal and communication skills, ability to work well with all levels of management, staff, and Port Commission as well as outside clients and vendors with a highly professional demeanor.

- Able to coordinate and manage multiple priorities and responsibilities and also willing to share information to facilitate smooth operation of the department.
- Knowledge of principles and practices of organization, planning, records management, research, and general administration.
- Proficient at data entry & 10-key.

#### **WORK ENVIRONMENT \ PHYSICAL DEMANDS**

- Required to sit and/or stand for extended periods of time.
- Required to work at a computer for extended periods of time.
- Required hearing and speaking to exchange information.
- Required to lift, push or, pull objects weighing 25 pounds or less. Able to bend at the waist, reach overhead, above shoulders and horizontally.
- Required to work in a typical office environment.
- Required to work in areas of high customer interaction.
- Dexterity of hands, and fingers to operate a variety of office equipment including computers, printers, copiers, faxes, cash drawers, filing cabinets etc.

#### **EXPERIENCE MANDATORY**

- Three years of experience in Accounts Payable functions preferably with public sector employer.
- Strong working knowledge of Microsoft Office Suite.
- Three years of office administration experience.
- One year of experience working with senior management personnel.
- Three years of customer service experience.

#### **MANDATORY TRAINING, EDUCATION AND CERTIFICATIONS**

- High School diploma or GED.

#### **DESIRABLE EXPERIENCE, TRAINING, EDUCATION AND CERTIFICATIONS**

- Computer application courses.
- AA degree or equivalent work experience.

#### **EMPLOYEE BENEFITS**

The Port of Edmonds offers a competitive and comprehensive benefits package which includes:

- Hourly rate of pay is \$29.85
- Medical, dental, vision, and prescription insurance paid up to 100% for employee and dependents
- Retirement benefits through Washington State Department of Retirement Systems, PERS
- Paid vacation and sick leave including 12 paid holidays per year
- Paid Life insurance with add-on options for low-cost supplemental coverage
- Port paid basic long-term disability insurance
- Flexible benefits plan that includes a Medical Flex Spending Account and Dependent Care options
- Deferred compensation plans offered through the Washington State Department of Retirement Systems
- Health and wellness credit to cover gym or activity memberships

- Training and education reimbursement plans

**How to Apply**

To apply for this position please:

- Complete the online Port of Edmonds application form, found at <https://www.portofedmonds.org/business/employment/>
- Upload your cover letter and resume at the end of the online application form

***Position is open until filled***

Applicants deemed to be of interest to the Port will be contacted for further information or to set up an interview for this position.