

# Job Description

**Job Title:** *Accounting Manager*

**Department:** Accounting

**Reports To:** Chief Financial Officer

**Date:** June 28, 2017

## **JOB SUMMARY:**

This position is located in the Port of Bremerton Administrative offices at the Bremerton National Airport. It is a full time, exempt position and is one of trust. The Accounting Manager performs a variety of complex accounting functions as described in Duties and Responsibilities below. The Accounting Manager is responsible for day-to-day accounting activities including, but not limited to, producing monthly, quarterly and yearly financial statements, manage AR and AP functions, grant administration, and other governmental accounting and reporting requirements. This position not only serves as the Deputy Chief Financial Officer in the absence of Chief Financial Officer, but as the Deputy Treasurer in the absence of the Port Treasurer.

## **DUTIES AND RESPONSIBILITIES:**

- Maintain accurate and current financial reporting. Maintain up-to-date general ledger account analyses. Review all general journal entries.
- Maintain the Port's fixed asset system, including all Construction in Progress accounts. This includes regular updates of fixed asset and depreciation records and maintenance and reconciliation of annual asset inventories.
- Assist CFO in the construction project contracts review. This includes monitoring compliance with applicable laws and review of billings for contract and billing compliance.
- Review monthly bank reconciliations and any monthly reconciling items with the Chief Financial Officer.
- Administer delinquent account activity and collections. This includes briefing the Chief Financial Officer of all delinquent and collection activities and signing of collection letters as assigned.
- Assist with the annual budgeting process. Maintain budget spreadsheets for various line items.
- Coordinate the period and year-end closing processes with Accountant. Preparation of preliminary financial statements and assist with preparation of the draft of the actual Annual Report in accordance with generally accepted accounting principles. Prepare schedules and other data for the State Auditor's Office and other agencies and for inclusion in the Annual Report and Comprehensive Annual Financial Report.
- Review monthly and quarterly compliance reports as required and brief Chief Financial Officer of status.
- Review and maintain accurate and complete records for the Department of Retirement Systems.
- Retain accounting system records in accordance with State legal requirements.

- Perform relief and backup duties as necessary for accounting positions during absences and peak workloads. Supervise the accounting staff as directed by the Chief Financial Officer. Perform as a Deputy Port Treasurer in the absence of the Port Treasurer.
- Assist in preparation of board materials to be presented to Board of Commissioners.
- Maintain insurance Statement of Values detailed schedules.
- Perform all special projects and assignments as directed by the Chief Financial Officer.

**QUALIFICATIONS SKILLS AND ABILITIES:**

- B.S. in Accounting, 10 years' working experiences in Accounting and Finance and 5 years' working experiences in Governmental Accounting. CPA designation highly preferred.
- A thorough knowledge of accounting systems and procedures and a thorough understanding of advanced accounting principles and applications is required.
- Experience working with public sector accounting practices and procedures highly desirable.
- Excellent interpersonal skills using tact and diplomacy in dealing with business associates, other employees, and the general public, including the ability to hear, speak, and understand the spoken word in order to communicate both via telephone and in face-to-face situations.
- Proven ability to maintain a high level of confidentiality with respect to information regarding projects, customers and employees.
- Demonstrated proficiency with computer hardware and software required to perform duties, including the ability to maintain the general ledger and perform ancillary tasks in computerized format, and provide assistance to develop and revise budgets and other planning materials in a computerized database/spreadsheet format.
- Demonstrated ability to work independently with little supervision to achieve results based on general guidelines or goals established in conjunction with others, including the ability to organize work and perform multiple tasks in a rapidly changing work environment. Must be able to meet deadlines.
- Ability to use initiative, analytical ability, and imagination to apply creative solutions to complex accounting problems and issues involving a variety of constituencies and variables, including the level of decisiveness necessary to make sound judgments on a routine and emergency basis.
- Ability to readily detect mistakes and trace errors and omissions in an efficient and timely manner and to solve practical problems.
- English and literary skills including knowledge and use of English grammar, business correspondence and format, and spelling sufficient to both edit and compose correspondence, memos and reports.
- Demonstrated proficiency with office equipment, e.g. computer, fax machine, and calculator and the dexterity and manual skill required to operate the keyboard of a computer terminal and the numeric keypad of a standard desktop calculator by touch, with or without accommodation, in an accurate and efficient manner.
- Proficient in use of MS Word and Excel, and be able to learn and use a variety of accounting computer applications.

**ESSENTIAL FUNCTIONS:**

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the "Duties and Responsibilities" and the "Qualifications" sections of this job

description. All of the qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience, and /or ability required. Some requirements may be modified to accommodate individuals with disabilities.

**PHYSICAL REQUIREMENTS:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities:

While performing the duties of this position, the employee may be required to sit for up to 2 -3 hours at a time working on a computer terminal (at least 75% of the job is sitting); use the hands to handle, finger, or feel objects, tools or controls. Typically, the noise level in the work environment is moderate.

- Vision abilities that include close vision and the ability to adjust focus while reviewing complex financial data in both printed format and on the computer screen.
- This position requires flexibility and the ability to work at a high level of concentration in a fast-paced, often stressful environment.
- This position requires walking, bending, stooping and occasionally lifting loads up to approximately 25 pounds; may require lifting overhead using a step stool.

**IMPORTANT DISCLAIMER NOTICE**

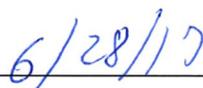
The job duties, responsibilities, skills, functions, experience, educational factors, and the requirements listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment change.

*Equal Opportunity Employer – Americans with Disabilities Act*

*The Port of Bremerton is an Equal Opportunity Employer and seeks to fully comply with the Americans with Disabilities Act. Women and Minorities are encouraged to apply for position vacancies.*

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the Port and Employee and is subject to change as the needs of the Port and requirements of the job change.*

  
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Jim Rothlin, CEO

  
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Date