



Port of Klickitat
154 E Bingen Point Way Ste. A
Bingen, WA 98605
509-493-1655
www.portofklickitat.com

Job Description

Job Title: Administrative Assistant/Finance
Reports To: Executive Director
Wage: \$23.00 to \$26.00 per hour (depending on qualifications)
Overtime: Occasional (hours over 40/week with advance approval)
Insurance: Medical / Dental / Vision / Life (100% employer paid)
Retirement: Public Employees Retirement System
Classification: Full-time, non-exempt
Regular Hours: 8:30am to 5:00pm, Monday through Friday (typical)
Occasional altered hours during non-regular hours required
evenings when port commission meetings are held

Minimum Required Qualifications:

- Two years of administrative experience in an office setting.
- High school diploma or GED required, associate degree or equivalent preferred from a two-year college or technical school in a related field.
- Valid driver's license and insurable driving record.
- Ability to communicate (read, write, comprehend, and speak) in English.
- Fluency in essential finance functions.
- Experience with Microsoft Word, Excel, Power Point, Outlook, QuickBooks and OpenOffice.
- Must be able to pass a pre-employment drug screening, subject to random drug testing.
- Must be legally authorized to work in the U.S. without sponsorship.

Key Skills and Attributes:

- Ability to independently manage concurrent projects with fluid priorities and timelines.
- Ability to identify, search, and locate information applicable to tasks or projects.
- Ability to write reports, create and manage schedules, and document procedures.
- Knowledge of Washington public contracting and procurement requirements.

Physical Demands and Work Environment:

- Regularly sits, stands, and walks. Constantly hearing, talking and seeing (close up, at a distance, and in color). Uses and grasps office tools and small office equipment. Occasionally bends, squats, reaches, kneels, and may lift up to 25 lbs. Drives vehicles on the job as needed.
- Regularly work inside in a conditioned office area. Occasionally work in unconditioned storage and/or shop areas.
- Potential hazards: Moving mechanical parts and equipment (rarely), airborne dust,

particles, and debris (rarely), noise and vibration (rarely).

Duties and Responsibilities:

General Administration

- Perform basic administrative support duties including typing correspondence, reports, and other documents, making copies, filing, answering phones, etc.
- Learn and understand Port procedures, processes, systems, and office equipment.
- Manage and maintain Port files in accordance with statutory requirements and established procedures (public records, historical documents, maps, plan sets, photographs, maintenance and repair records, etc.).
- Learn and understand state law applicable to port districts including public contracting and procurement, public records, and rosters.
- Provide appropriate information and assistance to members of the public, tenants, and local, state, and federal agency staff.
- Respond to tenant questions and concerns and assist the Executive Director in issue resolution.
- Conduct research, compile data, and produce reports as directed.
- Prepare agendas, supporting documents, and public notice information for Port Commission meetings, retreats, and workshops. Record Port Commission meeting minutes.
- Assist with updating and maintaining the Port's website, and other marketing materials for external presentation.
- Arrange travel, lodging, and event registration for staff and commissioners as directed.
- Perform other tasks and responsibilities as assigned on a case-by-case basis or through subsequent modification of this job description to effectively assist the Executive Director.

Finance

- Maintain accurate records of Port assets.
- Assist in the preparation of grant applications and awarded grant management.
- Create, publish, and review personal services contracts and material procurements.
- Purchase necessary maintenance supplies, small tools, spare parts, consumables, and related items consistent with statutory requirements and established procedures.
- Assists the Executive Director in annual operations and capital budget preparations.
- Prepares semi-monthly payroll and associated quarterly and year-end reports.
- Prepares accounts payable and resolves vendor issues.
- Performs accounts receivable tasks by invoicing tenants for monthly lease and utility payments. Manages lease terms for compliance. Receives payments and makes bank deposits.
- Assists in preparation of the year-end financial report to the State Auditor's Office.

To learn more about the Port of Klickitat, visit www.portofklickitat.com

The Port of Klickitat is an Equal Employment Opportunity (EEO) employer.