

Port of Tillamook Bay

Title:	Admin. Assistant/Acctg Specialist – Accounts Receivable	Department:	POTB Admin
Exempt/Nonexempt:	Nonexempt	Reports To:	Office Administrator
Pay Rate:	\$17.00 - \$20.00 DOE	Effective:	TBD

New Position:

Position Change:

General Position Summary:

Perform a wide range of administrative and accounting support activities for a multi-divisional local government agency to facilitate the efficient operation of the organization.

Essential Functions/Major Responsibilities:

1. Office Administration

- Answer, screen, and transfer inbound phone calls
- Receive and direct visitors and clients
- General clerical duties including photocopying, scanning and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing systems
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine enquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for staff and supervisors
- Open, sort, and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Coordinate and maintain records for staff, telephones, and petty cash

2. Accounts Receivable

- Maintain up-to-date billing system
- Follow up, collection, and allocation of payments
- Carry out billing, collection, and reporting activities according to specific deadlines
- Reconciliation of accounts
- Monitoring customer account details for non-payments, delayed payments, and other irregularities
- Maintain accounts receivable customer files
- Follow established procedures for processing receipts, cash, etc.
- Prepare bank deposits
- Investigate and resolve customer inquiries
- Process adjustments
- Organizing a recovery system and initiate collection efforts
- Communicating with customers via phone, email, mail, or personally

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3. Miscellaneous/Other

- Customer Service
- Hunting license application and fee collection
- Includes other duties as needed and requested in departments
- Back up and assists Accounts Payable when needed
- Attend Board Meetings, prepare meeting minutes for board packets

Interpersonal Skills:

- Communication skills - written and verbal
- Planning, organizing and prioritizing
- Teamwork
- Confidentiality
- Judgment, problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility/adaptability
- Customer service orientation
- Ability to be supervised

Supervisory Responsibility:

There is no supervisory responsibility with this position.

Job Scope:

Performs duties independently and as a team member under supervision, working with instructions and directions. Decisions are of a routine nature made with prescribed guidelines, policies and procedures. Mistakes and errors affect both the client and company and can result in poor customer service, loss of business and can have a negative financial impact for the organization.

Knowledge and Skill Requirements:

- Knowledge of Microsoft Office, internet, email and telephone protocol
- Duties require professional verbal and written communication skills and the ability to type 50 wpm.
- Knowledge and experience in customer service
- Knowledge of accounts receivable
- Knowledge of accounts payable
- Knowledge of principles and practices of basic office management and procedures
- Knowledge of general bookkeeping procedures
- Proficient in relevant computer applications, ABILA/MIP preferred
- Knowledge of accounts receivable, accounts payable, and general accounting experience

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Education and/or Experience:

Two to five years of work experience dealing with the public in described functions; or substituting successful completion of course work/training in office and accounting principles for up to twenty-four months of experience; or any equivalent combination of experience and training.

Job Conditions:

Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level and learn complex computer programs. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport self to work, work-related meetings, workshops, and conferences, etc.

Employee	
Supervisor	
General Manager	