

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: General Accounting Supervisor

The General Accounting Supervisor will provide direct support to the Finance Director and oversee the day-to-day functions of the Finance department. This position will also work with the Chief Operating Officer, Executive Director, Program Directors, and managers to accurately reflect the financial activities of the Northwest Maritime Center. Candidates with a strong accounting background and experience in a variety of settings and lines of business will thrive in this fast-paced, dynamic environment.

PRIMARY RESPONSIBILITIES:

- **General Ledger Maintenance:**
 - Record standard monthly journal entries for expense accruals
 - Prepare ledger adjustments, including supporting documentation and appropriate descriptions
 - Prepare monthly cost allocations
 - Prepare bank and credit card reconciliations
 - Assist Finance Director with monthly preparation of financial statements for department managers and executive board members
 - Review monthly departmental spending relative to board approved budget making coding adjustments as needed
- **Accounts Receivable:**
 - Review billing contracts and prepare customer invoicing
 - Send customer statements and follow-up with customer inquiries to collect customer payments and minimize write-offs
 - Reconcile web generated sales and payments
- **General Accounting:**
 - Manage Fixed Asset records
 - Track and report on projects and grants
 - Supervise the day-to-day functions of the finance department
 - Coordinate with Finance Director to prepare annual fiscal audit and assist auditors while on-site
 - Assist Finance Director with preparation and input of annual budgets
 - Assist Finance Director on special projects as assigned
- **Department Staff Supervision**
 - Day-to-day supervision of bookkeeping staff
 - Coordinate with Finance Director annual department and staff goals
 - Coordinate with Finance Director to recruit and train Green Team volunteers during the Wooden Boat Festival and Race to Alaska event weekends
- **Other Duties as assigned**



GENERAL OPERATIONS

While this position's primary responsibility is in general accounting, the General Accounting Supervisor will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Northwest Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- 5+ years relevant experience
- Bachelor's degree in Accounting, Finance, or closely related field
- Knowledge of Accounting, GAAP, FASB, and AICPA standards of conduct
- Knowledge of Non-Profit OMB regulations including circulars A-110, A-122 and A-133
- Experience preparing financial statements
- Excellent computer skills including proficiency in QuickBooks and Microsoft Excel and Office Suite
- Demonstrated ability to work independently, as well as a part of a team
- Attention to detail, flexibility, patience, calm under fire, thick skin, and a sense of humor

PREFERRED QUALIFICATIONS

- Experience in database management
- Experience in a supervisory role
- Working knowledge of maritime culture/boats/local marine trades

Submit resume and cover letter to apply@nwmaritime.org. Include "Accounting" in the subject line.

Position is full-time, approximately 40 hours/week
Offices are located at 431 Water St., Port Townsend, WA 98368
Position title: General Accounting Supervisor
Reports to: Finance Director, Eileen Johnston
Wage: Exempt – DOQ

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, debt free, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: "We don't do B work."



On top of it all, you'd get work on the waterfront and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Maritime Center's relative scale to our small town means that the effects of our success can be observed in the success of our community. You'll be doing meaningful work for the place you live and your efforts will make a tangible difference.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That's why we get excited to come to work in the morning, and that's why we think you should want to be here too.

