

Job Description – Bookkeeper/Human Resource Generalist

The Port of Toledo is a Special District in the state of Oregon which encompasses 443 square miles, including the cities of Toledo and Siletz, as well as a large area of unincorporated Lincoln County with facilities located along the Yaquina River. The Port offers a wide variety of services to develop, promote, and sustain the economic base of the area, including its shipyard, industrial leases, and recreational facilities.

This position will oversee overall Port financials and provide Human Resources for less than 50 employees.

Summary of Duties and Responsibilities:

Bookkeeper

- Ensure accurate and timely entry of accounting information, analysis, and reporting in accordance with Generally Accepted Accounting Principles (GAAP) and Port policies and procedures.
- Ensure accuracy of financials and prepare month end reports for Port Commission and annual reports and work papers for audit. Present financial reports to Commission at monthly meeting.
- Complete monthly reconciliation of intercompany accounts
- Accurately maintain general ledger accounts; analyze trends, variances, and profitability; create, and enter journal entries as needed
- Direct development, preparation, and maintenance of annual budget in compliance with Local Budget Law
- Maintain cash flow by monitoring bank balances, cash requirements, and resource planning
- Coordinate annual audit, provide financial data to Port's auditor, and respond to questions
- Maintain accounting controls, recommend policies, and implement procedures
- Oversee Shipyard AR & AP, including customer invoicing, collections, and inventory activities

HR Generalist

- Recruit, onboard, and coordinate training for new employees
- Maintain employee handbook
- Maintain employee personnel files, generate documentation as needed (offer/term letters, memos, warnings)
- Provide support & guidance to supervisors for effective evaluations and discipline
- Process bi-weekly payroll

Other duties as assigned

Skills & Qualifications Preferred:

- CPA certification

Minimum Qualifications:

- Bachelor’s degree in accounting or finance, or satisfactory combination of work, education, training, and experience relevant to the position as determined by the Port of Toledo
- 5 years HR/Payroll processing experience
- 5 years accounting/finance experience including Local Budget Law and Municipal Audit
- Proficiency with Quickbooks and Microsoft 365: Excel, Outlook, Word
- Authorized to work in the United States
- Must be able to pass background check

Other:

- Position requires ability to work with staff and communication skills to gather information and implement changes to procedures
- Position requires discretion and the ability to maintain confidentiality, professionalism, and harmonious relationships with the public and co-workers.
- Position requires strong organizational skills and ability to prioritize.
- Must be a self-starter and work with little direction.

Immediate Supervisor: Port Manager or Designee

Work Hours & Benefits: Full-time position, 8 hours per day, Monday - Friday.

Annual Salary range for this position is \$58,000-\$70,000 depending on experience. The Port offers a generous benefit package including paid holidays, vacation, and sick time; medical/dental/vision insurance with a HRA for out-of-pocket expenses; a \$10,000 life insurance policy; and 457B deferred compensation retirement plan.

The above statements are intended to describe in general nature the level of work being performed by those assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understand the above-described summary of duties, responsibilities, and expectations for the position of Bookkeeper/HR Generalist

Employee Signature

Date

Port Manager

Date