

Job Description

Position Title: Boatyard Office Supervisor/Accounting Specialist

Immediate Supervisor: Operations Manager and Port Office Manager

Position Objectives: To assure smooth operations of the Boatyard by providing, exceptional customer service, accurate accounting, and maintaining an efficient office.

Summary of Duties and Responsibilities:

1. Maintain accurate financial records and reports and transmit updated records to Port Office:
 - A/R - Invoice customers, collect payments and make deposits
 - Inventory control: Responsible for stockroom and store, procure inventory, track sales, reporting, monthly and annual physical inventories.
 - A/P - verify purchases, enter payables, enter inventory
 - Track employee, contractor and vendor hours
 - Account Reconciliation
2. Provide administrative and clerical assistance to the Operations Manager
3. Prioritize assignments to meet deadlines
4. Assist with vessel haul-out schedule
5. Answer incoming telephone calls, take and deliver messages
6. Maintain professional and customer service relationship with the public, customers, agencies and co-workers
7. Receive, sort and distribute mail and packages; deliver outgoing mail
8. Create correspondence and other documents as required
9. Develop and document office procedures as needed
10. Monitor and maintain well stocked, functional, clean office
11. Other duties as assigned

Education, Experience and Knowledge Preferred:

- Proficiency with QuickBooks Pro is required
- Associate's degrees or higher; Business school or continued education or the equivalent in experience and training
- Proficiency with Microsoft Word, Microsoft Excel, Internet Explorer
- Strong written and oral communication skills including knowledge of business English, composition, spelling and punctuation
- Detail oriented, with strong record-keeping and organizational skills
- Communicate effectively with customers, co-workers and other agencies
- Maritime experience and boat knowledge is preferred
- Business experience, including sales, inventory, and marketing
- Ability to work with little or no direction

Other:

- 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 or no direction.
- Valid Oregon driver's license
- Physical condition compatible with job requirements
- Must be able to occasionally lift and/or move up to 25 pounds.

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 Boatyard Office Supervisor/Accounting Specialist.

Employee Signature

Date

Port Manager

Date