

Fort Worden Lifelong Learning Center Public Development Authority

**Administrative Assistant/Bookkeeper**

*Purpose of this position:* The Administrative Assistant/Bookkeeper will be responsible for assisting and processing deposits, accounts payable, financial record keeping, daily reconciling and monthly reporting requirements. This position will provide the FWPDA administrative support, including coordinating meetings, ordering supplies, oversees mail system and working on special projects. This position requires foresight, planning, communication, follow-through and a willingness to accomplish tasks efficiently as a professional representative of FWPDA.

*Scope:* The Administrative Assistant reports to the Finance Manager and assists in the administration of the financial/business functions of the FWPDA. Typically uses a variety of computer software and systems to perform duties. Normally performs tasks with work priorities and general instructions.

**Responsibilities:**

1. Main Activities:

- Accounts Payable - enter bills into QuickBooks with proper coding, maintain current filing system and archives, and will perform research as needed.
- Receive payments from Hospitality Department and record/process deposits, and communicate discrepancies with Finance Manager when necessary.
- Assure all contracts and agreements are scanned and saved electronically; assure vendor information is input to QuickBooks.
- Prepares or assists in preparing various financial or administrative reports.
- Responsible for all incoming/outgoing mailroom activities: including scanning, faxing and copying for management. Maintain and have working knowledge of office equipment.
- Acts as backup for payroll processing.
- Schedule and coordinate meetings, appointments for FWPDA.
- Communicate effectively verbally and in writing. Establish and maintain professional relationships with all Fort Worden employees, volunteers, partners and general public.
- Perform other duties as assigned.

*Experience and Education:*

High school diploma – 5+ years of office support experience with increasing responsibility required. Must be proficient in MS Word and Excel, have familiarity with use of QuickBooks, and be well oriented with the Internet. Preferred experience in the hospitality business and a working knowledge of a property management system.

Analytical ability is required in order to gather and summarize data for reports, find solutions to various problems and prioritize work.