

### Posting Period

February 28, 2017 –  
Open Until Filled

### Compensation

Starting salary range is  
\$4,796/mo - \$6,234/mo

\*represents min to mid of range.

### Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

### FLSA Status

Non-Represented  
(Exempt)

### Department

Finance

### Reports To

Manager, Financial  
Accounting & Deputy Auditor



For question or inquiries, please  
contact the Human Resources  
Department at  
[hr@portoftacoma.com](mailto:hr@portoftacoma.com)



## Job Summary

This position is responsible for preparing accounting entries in the general ledger and the construction-in-process ledger (work order ledger) and fixed asset ledger. This position is also responsible for recording daily banking activities of the Port of Tacoma and The Northwest Seaport Alliance. The Accountant schedules and coordinates the month end closing processes and prepares and distributes monthly financial statements and ad hoc management reports. The role also supports the annual budget process, audits of the Port and NWSA, and provides professional accounting support to other members of the accounting & finance teams and on special accounting projects as required.

## Primary Functions

- Responsible for Record daily banking transactions for Port of Tacoma and NWSA prepare related accounting documentation.
- Schedules month-end closing process and meetings with accounting and budget teams, assists with preparation of monthly financial statements and analysis of account balances. Prepares selected financial and statistical reports for management.
- Prepares general journal entries and records transactions in compliance with GAAP, reconciling activity to the general ledger.
- Reviews monthly balance sheet accounts, tracing and reconciling to original documents and support schedules.
- Prepares work papers and assists with annual financial and compliance audits.
- Prepares state and local tax returns.
- Prepares and distributes selected ad-hoc financial reports.

## Required Experience and Education

Minimum required education is a Bachelor's Degree in Accounting or related field.

Minimum job experience required is 2-3 years' work in private or public industry general and/or cost accounting.

Familiarity with computerized accounting system as well as in-depth experience using a personal computer and Microsoft office products is required.

### Ideal Candidate

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This position requires the ability to analyze and interpret accounting records and interpret and implement GAAP and GASB standards. The position is also responsible for contributing to decision-making involved in the Port's internal control system and for performing designated duties in the absence of the Senior Accountants. The Successful candidate will possess strong financial and budget decision making skills related to their duties and assignments.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The Port of Tacoma wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

### Benefits

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As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

### Employment Eligibility

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In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

**The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at <https://www.tsa.gov/twic>.**

### Application Process

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All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

***THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.***