

JOB DESCRIPTION
HARBOR FINANCE TECHNICIAN
Starting Pay: \$18.61 per hour

JOB DESCRIPTION

POSITION TITLE: HARBOR FINANCE TECHNICIAN
Serves a minimum 3 month probationary period

DEPARTMENT: PORT & HARBOR

SUPERVISOR: HARBORMASTER

CLASSIFICATION: NON-EXEMPT

POSITION SUMMARY: Under the supervision of the Harbormaster, the position is responsible for harbor finance and accounting.

ESSENTIAL FUNCTIONS:

1. Responds to harbor account inquires, monitors cash receipts, and prepares daily deposits and accurate financial records.
2. Maintains records following government accounting standards.
3. Provides and prepares harbor financial information for the Harbormaster, City Chief Financial Officer and City Manager as requested.
4. Assists Harbormaster in monitoring budgets and customer account status for late payments.
5. Performs all credit memos to accounts after approval by Harbormaster
6. Provides collections assistance for overdue accounts. Responsible for tracking 60 and 90 day past due accounts, correspondence.
7. Preparation of maritime lien and collections financial records.
8. Provides assistance to harbor patrons in a courteous, timely and professional manner.

OTHER RESPONSIBILITIES:

1. Greets public, sells harbor services, and explains policies and procedures, and fees to customers when front counter is busy.
2. Report all safety issues to Harbormaster in a timely manner.
3. Maintain harbor office in an organized clean, safe manner.
4. Participates in harbor emergency and safety drills.
5. Assist the public with good customer service skills on the phone and at the front counter.
6. Perform other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIRED:

1. High School graduate or GED required.
2. 21 years of age or older.
3. Accounting classes and/or college accounting coursework.
4. Minimum 7 years' experience in financial record keeping in a combination of 1)government accounting; 2) financial banking experience; 3) commercial customer accounts.
5. Work experience using Microsoft Office and office equipment.
6. Must perform work duties in an organized, accurate, timely manner.
7. Must meet monthly financial deadlines.
8. Must maintain a tidy appearance and keep an organized work station.
9. As condition of employment, successfully pass a drug test prior to beginning work and be subject to a background check.
10. Eligible to work in the United States at time of hire, and maintain such eligibility during employment.
11. Must have the ability to write/print legibly and operate a VHF radio.
12. Must treat the public with tact and courtesy.
13. Must provide reliable transportation to and from work.
14. Must follow directions and be on duty at harbor for shift hours.
15. While performing the duties of this job, you will be required to walk; reach with hands and arms; stoop; kneel. The employee is frequently required to talk and hear; stand; sit; use hands to handle, or feel. Specific vision abilities required by this job include close vision and depth perception. The majority of office duties will be performed at a computer workstation.