



## PORT OF WALLA WALLA/WALLA WALLA REGIONAL AIRPORT POSITION DESCRIPTION

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### **POSITION:**

Administrative Assistant

### **REPORTS TO:**

Executive Director, Economic Development Director, Airport Manager,  
Auditor/Treasurer

### **POSITION SUMMARY:**

Provide administrative support services to assist and execute a variety of administrative and accounting functions on behalf of the Port and Airport.

### **SPECIAL REQUIREMENTS:**

- Knowledge of accounting practices and bookkeeping.
- Working knowledge of office machines and computers, including word processing, spreadsheets, and databases.
- Ability to work with a variety of Port and Airport staff, Commissioners, tenants, public and consultants.
- Excellent communication skills.
- Ability to maintain confidential information and confidentiality on sensitive information.

### **DESIRED SKILLS:**

- Knowledge of clerical and administrative procedures and the ability to work with a minimum amount of supervision.
- In a highly-organized fashion, ability to effectively and efficiently schedule meetings and prepare materials for meetings for staff and Commissioners.
- Knowledge of Port of Walla Walla, Walla Walla Regional Airport and Port of Walla Walla Public Corporation policies, work procedures, tenants and property.

**DUTIES & RESPONSIBILITIES:** May include the tasks identified below, but will not be limited to the specific tasks identified. Many duties and responsibilities will or may be in conjunction with other Port staff.

### **Clerical**

- Receive and direct incoming calls.
- Welcome and direct visitors.
- Draft, review and finalize correspondence for staff.
- Receive and sort mail on a daily basis.

## **Property Management**

- Provide property management/lease management support for the Port and the Airport.
- File lease documents and correspondence related to Port and Airport tenants.
- Maintains in all Port and Airport lease files updated lease summary sheets, insurance certificates and surety deposit information. Request from tenants and/or tenant's insurance carrier updated certificates of insurance naming the Port as additionally insured.
- Maintain updated tenant surety deposits.
- Provide client assistance for prospective property leases.
- Assist in lease preparation.
- Maintain and provide Airport Manager a report of airport leases expiring thirty (30) days in advance as well as to the Economic Development Director for Port leases.
- Update tenant list and lease information in Airport database.
- Provide Airport "new/moved" lease tenant report for each Commission meeting.
- Maintain Airport tenant waiting list(s).
- Manage Airport t-hangar and shelter hangar leases.
- Manage Airport storage unit leases.
- Record documents at the Walla Walla County Auditor office as required.
- Organizes maintenance and meter reads of office equipment, including the mail meter for postage.

## **Accounting**

- Receive and receipt cash, checks and all other Port and Airport payments daily in the accounting software.
- Prepare and make Port and Airport deposits, as needed.
- Data entry cash receipts at time of receipting the money for the Port and Airport.
- Work with maintenance employees on water, sewer, and electrical monthly, meter readings.
- Record water, sewer and electrical meter readings into monthly, spreadsheet report for both the Port and the Airport tenants.
- Email Auditor/Treasurer the spreadsheet for input into the accounting system.
- Record and email Auditor/Treasurer Parshall Flume readings to post in the accounting system to the Public Works on a monthly basis.
- Email Auditor/Treasurer applicable rail users and conference room users to be invoiced.
- Mail out statements to Port and Airport tenants, give to you by the Auditor/Treasurer.
- Prepare account reports for delinquent Port and Airport tenants, and work closely with collection agency for tenants four (4) months overdue.
- Respond and investigate all inquiries regarding tenants accounts receivable questions.
- Assist Auditor/Treasurer on bi-monthly payroll management, as needed.
- Assist Auditor/Treasurer on coding and data entry of monthly bills for the Port and the Airport, as needed.
- Assist with mailing and filing checks for paid vendors, as needed.

- Track, report and reconcile fuel usage for the Port and Airport.
- Track the Aviation Fuel Provider and Alaska/Horizon Airline unleaded fuel usage and bill on a quarterly basis.
- Coding, data entry and mailing of Port and Airport accounts payable.
- Assist with filing Port and Airport accounts payable documents.
- Ability to set up new Port and Airport vendor accounts in accounts payable.
- At the direction of the Auditor/Treasurer debit memo and credit memo Port accounts – account corrections, water usage fees, and utility fees.
- May, under the direction of the Port Auditor/Treasurer, reconciles Port and Airport checking accounts.
- Review the Bank Statement reconciliation for the Port and Airport bank accounts with the checklist provided
- Review the financial statement adjusting journal entries, notes, MDA, basic financial statements, schedules, etc. with the review sheet provided by the Auditor/Treasurer.

### **Other Responsibilities**

- Assist with performing updates on Port and Airport web site.
- Reconcile daily auto fuel sheets.
- Annually archives (does not dispose) of files and/or unneeded material consistent with the Washington State Public Records Retention laws.
- Maintain a working knowledge of Port policies as contained in the Port of Walla Walla Policy Handbook.
- All other duties and tasks that may be assigned.

### **IMPORTANT DISCLAIMER NOTICE:**

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment change.

### **EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factor. Port of Walla Walla is also committed to diverse work force. Women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

**Approved:** August 9, 2017