



**VANPORT MARINE INC.
2711 NE COLUMBIA BLVD,
PORTLAND, OR 97211**

CONTROLLER POSITION

ABOUT VANPORT MARINE INC.

Vanport Marine is a small business operating out of Portland, OR. We specialize in the metal trades, with a focused niche to serving the maritime and industrial sectors. Our shop located on NE Columbia Blvd serves as our main office building, which is adjoined to our fabrication shop. Our facility serves as the home base for Vanport employees, though a large magnitude of our business comes from work in the field at the customer's job site or vessel. Though we aim to target local work we also explore opportunities all throughout the Pacific Northwest, including Alaska and Hawaii. To learn more about the company please explore our website at VanportIndustrial.com.

OVERVIEW OF JOB OPPORTUNITY

Vanport Marine is seeking an individual to fill the role of Controller. This position will require approximately 30-40 hours per week. (\$35 - \$40 per hour DOE, full benefits, paid vacation & holidays, 401K with match). The ideal candidate will be highly knowledgeable and experienced with full-cycle financial accounting (A/P, A/R, Payroll, general ledger, financial reporting, A/P & payroll related tax filings) and project cost accounting in a construction/industrial environment. Prior experience working within a small business is desirable, but not necessarily required. In addition to the duties of Controller this role also manages HR needs of the business such as onboarding new employees, managing employee benefits, and tracking employment law changes to direct company compliance.

SPECIFIC JOB REQUIREMENTS:

- Bachelor's degree in Accounting (or other Technical degree) and 6+ years experience with full cycle financial accounting and project cost accounting.
- Knowledge and proficiency with Quickbooks software, and start to finish experience in processing A/P, A/R, Payroll, General Ledger, Financial Statements, Cash Management.
- Strong skills using Microsoft Excel, Word and Outlook.
- Familiarity with employee benefits administration, worker compensation insurance reporting/record-keeping.
- Experience developing positive relationships and being company liaison with insurance agents, CPA, Bankers, and other service providers.
- Trustworthy in maintaining confidentiality of sensitive employee and company information.
- Excellent communication skills both verbal and written.
- Interested in long term employment as an integral part of a small & successful business.

PRIMARY DUTIES:

- Management of the overall financial and cost accounting system for the company.
Work in coordination with a full time Office Manager who enters time, processes weekly payroll, accounts payable.
- Assure timeliness and accuracy of accounting transactions and make improvements to procedures as necessary to improve accuracy and efficiency.
- Prepare quarterly federal and state payroll tax filings, annual 1099's and W2 -W3 form filing.
- Prepare certified payroll reports for Prevailing Wage contracts.
- Prepare direct cost updates
- Prepare weekly Cash Flow reports, Work in Progress reports, and Time Utilization reports.
- Track employment law changes and direct company compliance.
- Manage employee benefits. Conduct new employee orientations. Prepare written communications to keep employees informed of changes to benefits or company policies.
- 401K Plan Administrator.
- Manage insurance packages for the company: (Liability, Property, Auto, Workers Compensation, Group Medical, Dental, Life, LTD, 401K). Be company liaison with Insurance Agents. Advise company owners of recommended changes to any policies or coverage.
- Manage inventory and record-keeping for fixed assets.
- Manage A/R: Record payments in Quickbooks, support project managers with invoicing, proactively manage collections.
- Work with CPA to provide information needed for preparation of compiled financial statements, and tax returns.
- Ensure timely updating of company registrations with governmental agencies and timely submission of reports as required by regulatory agencies.
- Work with owner on cash management and with Bank on renewal of operating lines of credit.
Provide vacation backup for accounting assistant.

ADDITIONAL DUTIES:

- WIP Preparation
- Assist as needed with IT related issues
- Assist as needed with Customer Contract review
- Provide guidance on tax and licensing requirements in new states and work locales

DIRECT REPORTS:

Reports directly to Owners.

If interested, please submit your resume along with a letter describing why you would be the perfect fit for this position to company@vanportindustrial.com.