



---

## **AGENDA MEMO**

Needs Legal Review: No  
Council Meeting Date: November 2, 2018  
Agenda Item: Job Description – Finance Clerk  
Presented By: Jan Brending, Clerk Treasurer

### **ACTION REQUIRED:**

Approval of job description for the position of Finance Clerk.

### **PROPOSED MOTION:**

Move to approve job description for the position of Finance Clerk.

### **Why is it a legislative issue:**

The city council is required to approve job descriptions.

### **Explanation of issue:**

The city council previously approved a job description for the position of "Finance Assistant." This position was at a higher level than the position of Finance Clerk. I believe we need a more clerical position that can assist the other positions in the office and work a full 40 a week. The description changes some of the duties and requirements for the position. It will be a union position.

### **Staff Recommendation:**

Staff recommends approval of the job description for the position of Finance Clerk.

**JOB DESCRIPTION  
CITY OF WHITE SALMON**

**POSITION:** Finance Clerk  
**DEPARTMENT:** Accounting and Financial Management  
**REPORTS TO:** Clerk Treasurer  
**EFFECTIVE DATE:** Adopted \_\_\_\_\_, 2018  
**FLSA STATUS:** Union  
**SALARY RANGE:** Step 27 to Range 1-5 Depending on Qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

**MAJOR FUNCTION AND PURPOSE**

The Finance Clerk is responsible for supporting the Clerk Treasurer and other City Hall staff in the day-to-day operations of city administration including but not limited to accounts payable and receivable, records maintenance and other clerical functions as required.

**GENERAL FUNCTION**

Supervision of this position is ongoing, consisting of meetings with the City Clerk/Treasurer to discuss priorities, tasks, and review of work.

**SUPERVISION RESPONSIBILITIES**

There are no supervision responsibilities associated with this position.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the City Clerk/Treasurer. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Provides a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and mailing checks for payment of bills (Accounts Payable).
- Receives, accounts for and safeguards cash as may be required.
- Files and retrieves records.
- Takes payments, in person and over the phone, for a variety of items, including utility bills, building permits, etc.
- Deals with the public, at the counter and by phone.
- Maintains complete confidentiality of all information obtained in the normal course of work.
- Performs other clerical and secretarial duties as may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Operation of computer equipment.
- Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.
- Ability to use Microsoft Word and Excel.
- Ability to perform cashier duties accurately.
- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to handle stressful situations.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

### **CONTACTS AND RELATIONSHIPS**

The Finance Clerk will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect information.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Finance Clerk position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

## **RECRUITING REQUIREMENTS**

- High school diploma or equivalent
- Valid Washington State Driver's License
- Background in and knowledge of basic laws and regulations

## **EXPERIENCE AND TRAINING**

- Business College or AA degree in business or accounting is preferred.
- Must have the ability to type 45 words per minute accurately
- Must be bondable,
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

## **I have read and understand this class description**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB DESCRIPTION  
CITY OF WHITE SALMON**

---

**POSITION:** Finance Assistant  
**DEPARTMENT:** Accounting and Financial Management  
**REPORTS TO:** Clerk Treasurer  
**EFFECTIVE DATE:** Adopted April 4,2018  
**FLSA STATUS:** Union  
**SALARY RANGE:** Step 36 to Range 1-5 DOQ

This is a full-time hourly union position requiring 32 or more hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

**MAJOR FUNCTION AND PURPOSE**

The Finance Assistant is responsible for supporting the Clerk Treasurer in the day-to-day operations of city administration including but not limited to financial reporting, accounts payable and receivable, payroll, human resources, records maintenance and other clerical functions as required.

**GENERAL FUNCTION**

Supervision of this position is ongoing, consisting of meetings with the City Clerk/Treasurer to discuss priorities, tasks, and review of work.

**SUPERVISION RESPONSIBILITIES**

There are no supervision responsibilities associated with this position other than minor supervision of office helpers or volunteers as directed by the Clerk Treasurer.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the City Clerk/Treasurer. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Provides a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and mailing checks for payment of bills (Accounts Payable),
- Receives, accounts for and safeguards cash as may be required,
- Deals with the public, at the counter and by phone,
- Responsible for Payroll processing and all tasks related to Payroll activities.
- Maintains complete confidentiality of all information obtained in the normal course of work.
- Performs other clerical and secretarial duties as may be required.
- In the absence of the City Clerk/Treasurer, performs necessary duties as may be specified.

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Generally accepted accounting principles, especially the BARS accounting system as required by Washington State.
- Operation of computer equipment.
- Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.
- Ability to perform cashier duties accurately.
- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to handle stressful situations.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

### **CONTACTS AND RELATIONSHIPS**

The Finance Assistant will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect

information.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Finance Assistant position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

## **RECRUITING REQUIREMENTS**

- High school diploma or equivalent
- Valid Washington State Driver's License
- Background in and knowledge of basic laws and regulations
- Hands-on experience of governmental generally accepted accounting principles

## **EXPERIENCE AND TRAINING**

- Business College or AA degree in business or accounting is preferred.
- Must have the ability to type 45 words per minute accurately
- Must have two years' experience in computer operations and accounting procedures. Experience in city governmental procedures is preferred,
- Must be bondable,
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

## **I have read and understand this class description**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date