

JOB DESCRIPTION CITY OF WHITE SALMON

JOB TITLE: City Clerk/Treasurer (Exempt)
DEPARTMENT: Accounting and Financial Management
REPORTS TO: City Administrator
EFFECTIVE DATE: October 20, 2021
SALARY RANGE: Range 50, Step 1-10

This is an exempt full-time management position. The City Clerk/Treasurer is a salary position and may work in excess of eight hours per day or 40 hours per week. The City Clerk/Treasurer is on call 24 hours per day and may be called back to work before or after normal work hours and/or on a scheduled day off.

MAJOR FUNCTION AND PURPOSE

By Charter, the City Clerk/Treasurer acts as custodian of all records and files of the City and is the ex-officio clerk of the City Council. The City Clerk/Treasurer also plans and directs the operation and activities of the accounting department and financial management.

GENERAL FUNCTION

Supervision of this position is occasional, consisting of meetings with the Mayor to discuss policy directives, priorities, tasks, and review of work.

SUPERVISION RESPONSIBILITIES

Individual in this position directs the activities of the municipal departments related to accounting and financial management. The City Clerk/Treasurer supervises the activities of several subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to:

- Assign priorities
- Assign specific tasks
- Review work performed or produced by subordinate staff
- Direct work activities of subordinate staff
- Make recommendations for hiring or firing
- Conduct performance evaluations

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 Mayor. 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 workload.

- Collects, safeguards, and disburses all city funds by planning and directing the operation and activities of the accounting division.
- Supervises and accomplishes such daily work as preparation of reports, making bank deposits, paying and canceling of bonds and coupons, making journal and payroll entries, and preparing payrolls; supervises the accounting control of data processing activities including assessing programming needs.
- Supervises the billing and collection of water and sewer service charges, special assessment charges, and miscellaneous account charges; maintains current knowledge of city ordinances and resolutions pertaining to all fees and charges and any other fiscal related matters; assesses financial needs of department and/or organization and makes recommendations to the Mayor or Department Heads or City Council on determined needs.
- Determines future cash needed for disbursements and invests surplus funds; maintains special accounting records for assessment and liens, outstanding bond indebtedness and tax receipts consistent with municipal accounting standards and state and federal laws.
- Prepares periodic financial statements for the Mayor and City Council as needed or requested and provides other information regarding the fiscal operation of the city as required.
- Acts as city election officer for all city special elections and council elections in conformance to city ordinances and state law.
- Assists Mayor and City Council in preparation of annual budget document; includes estimating revenues based on records and formulas maintained for averaging; includes estimating expenditures; performs data processing activities involved in budget preparation.
- May be required to prepare bond prospectus or provide information in preparation of bond sales; ensures all city ordinances and state laws are followed pertinent to improvement districts and subsequent bond sales.
- Monitors and reviews the needs for and purchasing of accounting and general office supplies; confers with and recommends to the Mayor on purchase of office equipment that will maintain an effective working environment for the accounting staff.

- Monitors revenues, expenditures, accounts payable, and accounts receivable, in order to ensure the efficient, timely, and responsible operation and financial management of the City.
- Prepares the Annual Report of the City.

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, the BARS accounting system and statutes affecting governmental entities.
- Ability to maintain effective communications with various officials and agencies, as well as with the public (Public Administration).
- Excellent communication and supervision/leadership skills.
- Ability to deal with the public courteously, tactfully and professionally.
- General office equipment and computer systems.

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 City Clerk/Treasurer will have extensive 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 a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

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 City Clerk/Treasurer 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.

MINIMUM RECRUITING REQUIREMENTS

- High school diploma or equivalent
- Associate degree in Business Administration or Accounting
- Supervision experience of at least three years
- Valid Driver's License
- Background in and knowledge of various laws and regulations related to municipal governments in Washington
- Ongoing courses and seminars related to governmental generally accepted accounting principles
- Hands-on experience with governmental generally accepted accounting principles

DESIRABLE EXPERIENCE AND TRAINING

- Requires Bachelor's degree in Public or Business Administration or Accounting. A Certified Public Accountant certificate would be beneficial but is not mandatory.
- Must have three years progressively responsible experience in municipal government operations or in private business operations and must have two years municipal management experience or comparable business management experience.
- 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