

Financial Clerk Treasurer

DEPARTMENT: Finance

REPORTS TO: Mayor

SALARY RANGE: \$65,000, depending on experience.

JOB CLASSIFICATION: Full-Time/ Non-Union/ Exempt (with office staff supervisory responsibility)

REVISION DATE: 04/10/2024

GENERAL DESCRIPTION

The **Financial Clerk Treasurer** is responsible for the overall management of accounting, deposits, reports. A **Financial Clerk Treasurer** is required to make decisions, exercising independent judgment, initiative and discretion based on knowledge of and in accordance with municipal policies and federal and state laws. This position requires continuous interaction with department staff, public agencies and **citizens**. **Financial Clerk Treasurer** handles a broad scope of proprietary and confidential information.

SUPERVISION RECEIVED The position of **Financial Clerk Treasurer** under the direct supervision of the Mayor.

ESSENTIAL JOB FUNCTIONS

Exercise sound judgment and thorough knowledge of city policies and procedures.

Issue permits, receive and record payments as well as other budgetary transactions.

Compose correspondence, conduct research as needed, assist with special projects and make arrangements for city events and functions.

Regularly use electronic and office equipment including computers, scanners, fax machines, photocopiers, keyboards, telephones, typewriters, and calculators.

Knowledge of Washington State Bars (budgeting, accounting and reporting system) Proficient in Microsoft Word, Microsoft Access, Microsoft Excel, Outlook Express

Knowledge of RCW regulations for Washington cities Open Public Meetings Act and Public Records

Knowledge of Springbrook accounting software

The statements contained in this job description reflect 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. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

NECESSARY KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Operate office equipment including copiers, scanners and computers; input and retrieve data and text.

Excellent oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Research methods and report writing techniques.

Operation of computers and assigned software.

ABILITY TO:

Communicate clearly and concisely in oral and written form in the English language, including the ability to fluently speak, read, and write in the English language.

Ability to function as an independent self-starter with little supervision.

Ability to work cooperatively with others as a member of the department team.

Ability to prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.

Notary public designation is desirable.

Maintain confidentiality of politically sensitive materials and information.

Meet schedules and legal timelines.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Read, interpret, apply and explain Federal, State and municipal laws, codes, and regulations

Handle confidential material daily and maintain the integrity of such materials and information.

Work independently in evaluating, researching, prioritizing, and coordinating various assigned projects and tasks to a successful conclusion.

FINANCE

Prepare budget amendments as needed.

Reconcile actual Revenues and Expenditures in accordance with the adopted budget for all funds.

Oversee balancing and accounting of Utility clerk cash drawer, including receipts and cash.

Prepare Bank Deposits

Reconcile Bank

Statements Oversight

Account payables.

Prepare and have available for review by Council- Payroll and claims checks

prior to each council meeting.
Prepare semi-monthly payroll and all associated payroll reports
Submit quarterly financial reports; 941; ESD; leasehold excise tax
File monthly Excise to Department of Revenue
Remit PARC Payments to Grant County Treasurer
Prepare annual financial report, work with state auditors during periodic audits of
City finances, procedure and policies.
Remit payment to Department of Retirement, remit health insurance payments.

MINIMUM QUALIFICATIONS:

Any combination of education and experience may be substituted if it provides the desired skills, abilities and knowledge to perform the essential functions of the job. A typical way to obtain knowledge and abilities would be:

Education:

Two years of college level coursework in business, office management, or related fields is preferred but not required.

Experience:

Five years of increasingly responsible managerial or administrative experience in the fields of records management, office management, or a related field.

Demonstrated written and verbal communication skills, advanced office management and organizational skills, strong interpersonal skills and ability to develop and maintain working relationships with co-workers, elected officials, other agencies and the public. Must be able to manage multiple tasks under deadlines. Excellent word processing skills and knowledge of grammar, spelling and punctuation.

SPECIAL REQUIREMENTS

Must have a valid Washington State driver's license.
Must be bondable.

WORK ENVIRONMENT

Work is primarily performed in an office environment. Occasional public presentations of complex and sometimes controversial information are required.

PHYSICAL DEMANDS

While performing the duties of the job the employee must be able to sit and/or stand for long periods of time. The employee must be able to frequently stoop and/or crouch to the floor. A ladder is occasionally used to reach supplies. The employee must occasionally lift and/or move up to 25 pounds. Hand-eye coordination is necessary to operate computers and a variety of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be able to talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

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.

SALARY CLASSIFICATION AND PERFORMANCE

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility, and amount of supervision required for the specific job title. Each classification is designated a particular salary range, shown on the City's wage schedule, which is approved by the City Council annually.

Performance is generally evaluated annually. The evaluation is part of an employee's personnel record and may be a determining factor whether the employee receives a wage increase or is promoted, demoted, laid off or terminated.

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and a completed City of Soap Lake Employment Application to:

Mayor,
City of Soap
Lake PO Box
1270
Soap Lake, WA 98851

Incomplete application packets may be disqualified.

The City of Soap Lake is a Drug Free Workplace and an Equal Opportunity Employer. If you have any questions, please call City of Soap Lake at (509) 246-1211.