



CITY OF GEORGE
GRANT COUNTY, WASHINGTON

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City of George
Clerk-Treasurer

The statements contained herein reflect general details as necessary to describe the principal function 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.

GENERAL DESCRIPTION

The clerk-treasurer shall be the chief financial officer for the city, under the direction and authority of the mayor. The clerk-treasurer shall provide for the management and administration of the investments, revenues and expenditures of the city in accordance with the applicable laws of the city and state of Washington. The position of clerk-treasurer is responsible for serving as the custodian of all official city records and documents and clerk to the city council. This position ensures the preparation and distribution of official notices, and conducts various administrative and analytical assignments related to city organization and operations. The clerk-treasurer performs the duties specified by state law for a city clerk in a non charter code city. The city clerk is appointed by the mayor pursuant to any process approved by the city council.

SUPERVISION RECEIVED AND EXERCISED

The position of clerk-treasurer is under direct supervision of the Mayor and offers supervisory support to the deputy clerk.

ESSENTIAL DUTIES

Financial Management: develop and implement goals, objectives and priorities for the City's financial integrity; identify resource needs; invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands; monitor revenue for shortfalls and unanticipated amounts of revenue; assure the City's account structure complies with State BARS; plan and direct the analysis necessary for the City's annual budget; assist in the preparation of the annual budget; update utility accounts; input payments; monitor utility accounts for delinquency; prepare late notices; post treasurers receipts; prepare and make bank deposits; sell animal and business licenses; prepare and mail invoices; monitor vendors/contract employees for 1099 documentation and W2s; monthly bank reconciliation; daily reconciliation of cash drawer; maintain all applicable loan and grant files; maintain the City's financial records in accordance with the rules of the State Auditor as may be amended from time to time.

Financial Reporting: prepare the City's annual financial report; prepare required annual, quarterly or monthly reports; work with State Auditor during audits to ensure the City's compliance efforts; annual reporting to USDA; annual census.

Human Resources: manage payroll functions including the collection and data entry of employee information; produce payroll and benefit reports; remit payroll taxes; remit payment to Department of Retirement Systems; remit health insurance payments; current knowledge of benefit programs; responsible for the confidential handling of all personnel files; interpret or implement employment policies and procedures.

Grants: responsible for the submission of grant reimbursements for Federal and State public works grants; responsible for the management and recordkeeping of Federal and State public works grants.

City Council: responsible for the management and preparation of all meetings of the City Council, which includes agendas, council packets, notices, meeting minutes and other associated documents; prepare for review by the City Council payroll and claims checks, attend each council meeting as needed.

Official Records: administer a records management program and serve as custodian for official City records and public documents; oversee the preparation, publication, codification and filing of legal notices, ordinances and resolutions.

Insurance/Claims: serve as delegate to Washington Cities Insurance Authority; receive claims against the City; assemble, track and maintain files; submit all damage claims to WCIA.

QUALIFICATIONS

Knowledge/Abilities: understanding of generally accepted accounting and auditing principals, theory and practices; knowledge of governmental financial practices and grant reimbursements; principles and practices of records management; business English, spelling and arithmetic; ability to communicate clearly and concisely in oral and written form; modern office procedures, methods and equipment; analyze situations accurately and adopt and effective course of action; interpersonal skills to 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 on a daily basis and maintain the integrity of such materials and information; knowledge and understanding of the Washington State BARS Manual (budgeting, accounting and reporting system); work independently in evaluating, researching, prioritizing and coordinating various assigned projects and tasks to a successful conclusion.

EDUCATION AND EXPERIENCE

Any combination of education and experience may be substituted as long as 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:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business, accounting, finance or closely related fields.

Experience:

Five years of increasingly responsible managerial, supervisory or administrative experience in the fields of government accounting, public accounting, records management, office management or related fields.

WORK ENVIRONMENT

Work is primarily performed in an office environment. Occasional public presentations of complex and sometimes controversial information are required. 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. The employee must occasionally lift and/or move up to 25 pounds. Attendance at night meetings is required on a frequent basis. Attendance at local and occasional in state training workshops is mandatory. 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 City of George is an Equal Opportunity Employer.

SALARY AND BENEFITS

The clerk-treasurer shall be considered a non-exempt position. Salary and benefits shall be established by the City in its annual budget process.