

**City of George  
Deputy 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**

Under supervision of the city clerk-treasurer and the Mayor, assists with a fund accounting system in conformance with applicable Washington State Laws and regulations, which include accounting, billing, revenue collection, and disbursements for all City fund accounts.

**SUPERVISION RECEIVED AND EXERCISED**

The position of deputy clerk-treasurer is under direct supervision of the clerk-treasurer and offers no supervisory support to other staff members.

**ESSENTIAL DUTIES**

Assists the clerk-treasurer as needed; input data for utility billing; print and sort bills for mailing; prepare annual ULID invoices, prepare annual billing for businesses, 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; prepare monthly treasurers report.

**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 an 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.

Education:

High school diploma or GED certificate.

Experience:

Strong background in accounting, math and public relations.

**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 an occasional basis. 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 deputy clerk-treasurer shall be considered a non-exempt position. Salary and benefits shall be established by the City in its annual budget process.