

CITY OF FORKS

JOB: CLERK TREASURER
STATUS: FULL TIME
SALARY RANGE: 8A-8F (\$4631.43-\$6511.94)
This is a salaried, Fair Labor Standards Act exempt 'Executive' position

BASIC FUNCTIONS:

Under the direction of the Mayor, plan, coordinate and manage City financial activities and operations; monitor and evaluate the activity of City budgets and initiate budget formation and adjustments; manage, control and monitor activity of City funds and monies; serve as custodian of official city records and public documents; official recorder of all city council meetings; coordinate legislative actions with other departments and agencies; organize, supervise and participate in the preparation and maintenance of various financial records and reports; supervise the performance of assigned personnel. Monitor city's compliance with local, state and federal grant obligations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and manage City financial activities and operations including banking, payroll, accounts payable, utility billing and accounts receivable; monitor and evaluate the activity of City budgets and initiate budget adjustments; audit invoices and financial transactions for accuracy.

Manage, control and monitor activity of City funds and monies; direct the preparation of a variety of checks, authorize refunds, reconcile bank and fund accounts, review and evaluate tax information, monitor income and expenditures, initiate transfers, verify receipts and prepare related reports; monitor grants and bond distribution; invest surplus city funds and account for interest received.

Organize, supervise and participate in the preparation and maintenance of various mandated financial records according to established timelines and procedures; audit records, reports and financial documentation prepared by other personnel to assure accuracy and completeness; prepare the comprehensive annual financial report and year-end financial records and statements.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Oversee the collection and assure timely payment of outstanding debts to the City; monitor bond redemptions and interest payment schedules.

Supervise the billing and financial system for the city's utility services including water, sewer, and miscellaneous city assets. Coordinate with assigned staff and public works staff utility billing issues such as overages, rereads and customer complaints. Respond as the manager to utility customer complaints regarding billing, service, etc.

Communicate with City personnel, vendors and other outside agencies to exchange information, coordinate activities and resolve issues of concerns.

Prepare annual budget revenue projections and economic forecasts; provide recommendations to City personnel concerning budget expenses.

Operate a variety of office equipment including a calculator, copier, computer and assigned software.

Attend a variety of assigned meetings; prepare agendas concerning financial activities and operations; assure timely preparation and completion of council minutes.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Assist state personnel in conducting annual audits; research and provide information to auditors as needed.

Participate in union negotiations; oversee preparation of comparative statistics and budgetary impacts of proposals.

Manage city insurance coverage needs for liability, errors and omissions, property, automobile and airport coverage. Serve as Association of Washington Cities – Risk Management Service Agency city contact. Monitor the condition and viability of AWC – RMSA Insurance Pool which may involve operations committee membership and leadership.

Participate in regional and statewide municipal clerks and treasurer's organizations.

Periodically attend out of town regional and state training sessions associated with duties.

Manage and/or support city projects as needed and assigned.

Carry out duties and responsibilities as put forward in the state law.

OTHER DUTIES:

Perform related and other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE AND ABILITY TO**

Plan, coordinate and manage City financial activities and operations including banking, payroll, accounts payable and accounts receivable to include utility billing.

Monitor and evaluate the activity of City budgets and initiate budget adjustments.

Manage, control and monitor activity of City funds and monies.

Organize, supervise and participate in the preparation and maintenance of various financial records and reports.

Supervise the performance of assigned personnel.

Reconcile, balance and audit assigned accounts.

Analyze financial data and prepare reports, forecasts and recommendations.

Make arithmetic computations with speed and accuracy.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in finance, business administration, accounting or related field and/or five years increasingly responsible accounting experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.