



JOB NOTICE

Forks City Hall

Clerk Treasurer

THE CITY OF FORKS is accepting applications for the position of **Clerk Treasurer**. Basic job duties will be: 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.

This is a salaried, Fair Labor Standards Act exempt 'Executive' position. The preferred candidate would have either: (1) Bachelor's degree in finance, business administration (2) or accounting or related field and five years increasingly responsible accounting experience.

Salary: Annual \$61,225 - \$86,083 (8A-F)
Monthly \$ 5,101.98 - 7,173.55
Following a six-month probationary period, starting salary may be increased by ~3.5%

Benefits: 24 pay periods; employee and family medical (Regence BlueShield, HealthFirst 250 plan), vision (VSP), and dental (Washington Teamsters Welfare Trust Dental Plan A - Delta Dental) insurance; the Trust offers life insurance choices from The Standard. The basic life coverage automatically includes accidental death & dismemberment (AD&D) coverage. Options for dependent life insurance and additional life insurance are also available to groups purchasing basic life. Find out more about the Trust's life insurance options, plan features, and rates; mandatory participation in State PERS retirement; voluntary enrollment in state deferred compensation program available; and, possible participation in a voluntary employees' beneficiary association (VEBA). Starting employees earn eight (8) hours of vacation & sick leave per month and receive twelve paid holidays through the calendar year.

Job description, additional benefits information and City of Forks job application can be found at www.forkswashington.org Click on the Job Notice-City Clerk Treasurer box.

If you are interested, please submit a letter of interest, application and resume.

Applications accepted until Friday, February 3, 2023 at 5 PM.

Contact Nerissa Davis, Human Resources, 360-374-5412 x 237 or nerissad@forkswashington.org for more information.

The City of Forks is an Equal Opportunity Employer.