

City of Bingen Job Description

Job Title: City Clerk Treasurer
Department: Administration, Accounting and Financial Management
Reports To: Mayor
Approved Date: October 3, 2017
Salary Range: 17 – 28

SUMMARY

This is an exempt full-time management position. The City Clerk Treasurer is a salary position and may work in excess of eight hours per day or 40 hours per week.

By Charter, the City Clerk Treasurer acts as custodian of all records and files of the City and is the ex officio clerk of the City Council. The City Clerk Treasurer also plans and directs the operation and activities of the accounting department and financial management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor. The job description reflects 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, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Collects, safeguards, and disburses all city funds by planning and directing the operation and activities of the accounting division.
- Supervises and accomplishes such daily work as preparation of reports, making bank deposits, paying and canceling of bonds and coupons, making journal and payroll entries, and preparing payrolls; supervises the accounting control of data processing activities including assessing programming needs.
- Supervises the billing and collection of water and sewer service charges, special assessment charges, and miscellaneous account charges; maintains current knowledge of city ordinances and resolutions; assesses financial needs of department and/or organization and makes recommendations to the Mayor or Department Heads or City Council on determined needs.
- Determines future cash needed for disbursements and invests surplus funds; maintains special accounting records for assessment and liens, outstanding bond indebtedness and tax receipts consistent with municipal accounting standards and state and federal laws.
- Prepares periodic financial statements for the Mayor and city Council as needed or requested and provides other information regarding the fiscal operation of the city as required.
- Responsible for recording and maintaining official meeting minutes. Attends city council meetings twice monthly on the 1st and 3rd Tuesdays of each month in the absence of the City Administrator.

- Interacts with the public and other entities to provide information and conduct city business.
- Acts as city election officer for all city special elections and council elections in conformance to city ordinances and state law.
- Assists Mayor and City Council in preparation of annual budget document; includes estimating revenues based on records and formulas maintained for averaging; includes estimating expenditures; performs data processing activities involved in budget preparation.
- May be required to prepare bond prospectus or provide information in preparation of bond sales; ensures all city ordinances and state laws are followed pertinent to improvement districts and subsequent bond sales.
- Monitors and reviews the need for and purchasing of accounting and general office supplies; confers with and recommends to the Mayor on purchase of office equipment that will maintain an effective working environment for the accounting staff.
- Monitors revenues, expenditures, account payable, and accounts receivable, in order to ensure the efficient, timely, and responsible operation and financial management of the City.
- Prepares the Annual Report of the City.
- Is available for emergency response as needed and may be called back to work before or after normal work hours and/or on a scheduled day off.

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in the Accounting and Financial Management. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience determined to be acceptable by the hiring authority. Washington State governmental experience helpful.

LANGUAGE SKILLS

Communicates effectively, both orally and in writing, with diverse audiences. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Recognize sensitive issues and politically charged situations and exercise discretion, diplomacy and tact. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to read, analyze, and interpret, financial reports, legal documents, and common scientific and technical journals. Ability to speak Spanish is beneficial but not required.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

A Certified Public Accountant certificate would be beneficial, but is not necessary.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

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 noise level in the work environment is usually moderate.