

Town of Naches
Job Description
Town Clerk/Treasurer

Classification: Full-Time; Permanent; Non-Union; Exempt
Benefits: Health and Dental Insurance, Paid Leave, and Paid Holidays
Annual Salary Range: \$55,707 to \$74,276
Location: 29 E. Second Street, Naches Washington

Position Summary

Performs a variety of routine and complex supervisory, clerical, accounting, finance, and administrative work involving custody and safekeeping of Town funds and monies, accounting records, personnel records, and public records conforming to Town and State laws.

A. The office of Treasurer of the town is combined with the office of Clerk of the town, and the clerk shall exercise the powers vested in and perform all the duties required to be performed by both the treasurer and the clerk under the laws of the state of Washington and the ordinances of the town.

B. The mayor shall appoint the town clerk, and the clerk shall hold office until the next general election after his or her appointment and until his or her successor shall be appointed and qualified.

C. In addition to the duties prescribed by town ordinance and state law, the clerk shall perform such additional duties and be in attendance on those duties as directed by the town council by resolution.

Supervision Received

Works under the direction of the Town Administrator, Mayor, and Council.

Required Qualifications

- Bachelor's degree in accounting, finance, economics, public administration, or a closely related field.
- Minimum of four (4) years progressively responsible finance or accounting experience, including at least one year in a leadership role.
 - Alternately, an equivalent combination of education and progressively responsible experience is acceptable, with additional work experience substituting for the required education on a year-for-year basis.
- Must have working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office best practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements of recording, retention, and disclosure.
- Working knowledge of governmental accounting principles and practices (BARS).
- Knowledge of applicable federal, state, and local law, codes, regulations, policies, and procedures.
- Must be able to read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Must be bondable.
- Have a valid Washington State Driver's License, or the ability to obtain one.
- Obtain Notary Public Certification, if needed.

Essential Job Functions

- Oversee the preparation and advertising of council meeting agendas and legal notices of council public hearings and special meetings.
- Attend all regular and special town council meetings and study sessions. Perform accurate recording of the proceedings, including equipment setup and removal.
- Prepare council minutes using proper legislative terminology, grammar and business writing, and update minute books.
- Provide support for council committees.
- Prepare annual budget.
- Monitor actual revenues and expenditures in accordance with the adopted budget for all funds.
- Prepare budget amendments as needed.
- Oversee accounts receivable procedures, maintain accounts receivable records, and perform necessary follow-up on collections.
- Administer utility and other billing procedures and supervise distribution and collection of utility and other bills, payments, and adjustments.
- Prepare bank deposit as needed.
- Reconcile bank statement.
- Maintain auxiliary cash controls for balancing and other related accounting activities.
- Reconcile general ledger to various reports.
- Oversee account payable procedures.
- Maintain investments for all funds, purchase and withdraw investments as needed.
- Reconcile investment statement with investment reports.
- Prepare draw payroll and monthly payroll and all associated payroll reports.
- Prepare quarterly financial reports.
- Prepare periodic financial, statistical, or operational reports as assigned.
- Prepare annual financial report, work with state auditors during periodic audits of town finances, procedures, and policies.
- Maintain Community Development Block Grant Program (Housing Rehabilitation).
- Communicate official plans, policies, and procedures to staff, mayor/council and the public.
- Provide public records and information to citizens, civic groups, the media, and other agencies per public disclosure regulations.
- Receive and issue town business licenses and maintain records.
- Prepare renewal letter and license application for annual business license.
- Coordinate special event license and paperwork with event promoter.
- Maintain bond coverage of employees as specified by state law and local codes.
- Obtain signed oaths from Mayor, Town Council, Town Administrator, Clerk/Treasurer and Utility Clerk/Receptionist; administer oath of office to public officials.
- Manage computer operations and programming to utilize computer equipment in most effective manner and implement programs.
- Administer contracts and agreements with private and public entities.
- Develop ordinances, resolutions and proclamations as needed or as directed.
- Obtain signatures on ordinances and resolutions; publish in newspaper and file originals.
- Oversee the update of the municipal code.
- Prepare and distribute a quarterly town newsletter.
- Attend staff meetings to identify staff agenda items.
- Research issues for compliance with state and local laws and with state auditor.
- May serve as a notary public.
- Other duties as assigned.

Peripheral Duties

- Attend seminars, workshops and meetings related to Town Clerk/Treasurer's duties and responsibilities.
- Accept claims for damages and other legal papers served to the Town.
- Provides clerical and/or technical support to other office staff and town personnel as required or needed.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of municipal operations.
- Interpersonal skills using tact, patience, and courtesy.
- Skill in operation of computer, printer, scanner, calculator, multi-line phone, copy and fax machine.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials, and the public.
- Ability to communicate effectively; verbally and in writing.
- Ability to work independently with little direction.
- Research, analyze, interpret, organize, and report on data.
- Read, interpret, apply, and explain codes, rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Ability to perform arithmetic computations accurately and quickly.

Salary and Benefits

Supplemental Information Requested

Cover letter outlining your professional experience and providing a narrative explanation of how you meet the qualifications. Professional resume including a minimum of three (3) professional references that can be contacted. Must submit to a background check.