CITY OF AIRWAY HEIGHTS

TITLE: Assistant Clerk/Treasurer

DEPARTMENT: Finance Department

REPORTS TO: Clerk-Treasurer

SUPERVISES: Finance Department staff as designated by the Clerk-Treasurer

NATURE OF WORK:
The Assistant Clerk-Treasurer performs a wide variety of specialized duties to support the activities of the Clerk-Treasurer’s Office, as well as to ensure the efficient operation of the Finance Department. The Assistant Clerk-Treasurer assists the Clerk-Treasurer with financial operations in the accounting, utility and payroll functions. The person in this position may process accounts payable and receivable, payroll, and prepare all related benefit and tax reports. May be the custodian of one or more petty cash or change funds. This position supervises the utility billing, business, and pet licensing, petty cash and telephones. In addition to the responsibilities in the Finance Department, the Assistant Clerk-Treasurer will fill in for the Clerk-Treasurer in his/her absence. This person may also be required to prepare council packets and transcribe minutes from council meetings. This position is to protect and monitor the use of official City documents located in the Finance Office. The Assistant Clerk-Treasurer must maintain a high level of confidentiality and trustworthiness regarding City and administrative information. Assists with the preparation of supporting documentation for the City’s Collective Bargaining Negotiation Team preparing salary and benefit comparable data.

EXAMPLES OF WORK:

- Initiates processing of accounts payable and receivable transactions. Acts as an appointed signature authority and shall also perform duties as a Notary of Public when applicable.

- Responsible for mid month draws and end of the month processing of payroll. Ensures that deductions are accurate and that vacation, sick leave and compensatory time are recorded. Prepares monthly reports to federal agencies and quarterly reports to the state and federal agencies for payroll and the retirement systems.

- Assists the Clerk-Treasurer in processing and reconciliation of monthly utility billing. Supervises the processing of the receipts for the utility bills, shut off notices for nonpayment and the forwarding of delinquent accounts to a collection agency.
Maintains a petty cash account, supervises the daily reconciliation and preparation of bank deposits and processing reimbursements. This position will then forward the daily deposit, reconciliation and other reports to the Clerk-Treasurer for review and auditing.

As assigned, transcribe minutes and notes accurately from audio tapes, prepare the agenda and other materials for City Council packets.

Answer phones and when needed staff front counter of City Hall in order to answer questions or provide customer service and maintain responsibility for an accurate and detailed filing system. Cross train to fill in for other Finance Department staff as needed.

Attends and take minutes at City Council meetings.

Orders office supplies and equipment as directed.

Receives and responds to public departmental inquiries and requests for information.

Perform duties as assigned by the Clerk-Treasurer or the City Manager.

WORK ENVIRONMENT:

- Work is performed in an office environment. The position is clerical in nature.
- May be required to lift and move boxes of City records and occasionally lift and move office furniture.
- Constant interruptions and interaction with staff, local residents, county and federal governmental agencies.
- May have to deal with upset angry or unpleasant people.
- May require work outside of the normal workday.

QUALIFICATIONS:

Knowledge of:

- Practices, terminology and principles of bookkeeping and accounting.
- Use of calculators, computers and other standard office equipment.
- Microsoft Office products for word processing, spreadsheet and other computer programs.
Ability to:

- Make mathematical calculations quickly and accurately
- Attend to detail and work under pressure.
- Act and make decisions on an independent basis.
- Perform cashier duties accurately.
- Communicate with and maintain effective working relationships with the public and with other employees.
- Organize and prioritize tasks while meeting deadlines.

Experience and Training:

Any combination of experience, training, and education that provides the desired skills, knowledge and abilities.

Experience: Two years office experience; experience with accounting and bookkeeping.

- Prior experience in governmental accounting.
- Computer experience, preferably Microsoft office products.
- Familiarity with BARS (State of Washington’s Budgeting, Accounting and Reporting System) accounting and reporting.
- Experience with BIAS software is desirable, but not required.

Training: Associate Arts Degree required from a two-year college or technical school and bookkeeping, accounting, or business or an equivalent combination of education and experience. Bachelor’s Degree in accounting, business administration, or related field preferred.

ORIGINATION DATE: October 2003
EEO CATEGORY: Office/Clerical
STATUS: Non-Exempt
REVISED: March 2015

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. This job description reflects general details as necessary to describe the principal functions of this position; 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.