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Town of Naches Job Description Town Clerk/Treasurer

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. This is a full-time non-union position.

Supervision Received:

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

Supervision Exercised:

Supervises the Utility Clerk/Receptionist and works cooperatively with other town personnel.

Duties and Responsibilities:

- ◆ Prepares agenda for Town Administrator and Mayor review.
- ◆ Distributes town council agendas and agenda material.
- ◆ Oversees the preparation and advertising of council meeting agendas and legal notices of council public hearings and special meetings.
- ◆ Attends all regular and special town council meetings and study sessions. Performs accurate recording of the proceedings, including equipment setup and removal.
- ◆ Prepares council minutes using proper legislative terminology, grammar and business writing, and updates minute books.
- ◆ Prepares reports for council meetings as directed.
- ◆ Provides support for council committees.
- ◆ Prepares annual budget.
- ◆ Monitors actual revenues and expenditures in accordance to the adopted budget for all funds.
- ◆ Prepares budget amendments as needed.
- ◆ Oversee balancing and accounting of Utility Clerk/Receptionist's cash drawer, including receipts and cash.
- ◆ Codes receipts, reconciles cash, and keeps records as needed to verify cash balances.
- ◆ Prepare bank deposits as needed.
- ◆ Reconcile bank statement.
- ◆ Maintain auxiliary cash controls for balancing and other related accounting activities.
- ◆ Reconcile general ledger to various reports.

- ◆ Maintain accounts receivable records and performs necessary follow-up on collections.
- ◆ 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.
- ◆ Administers utility billing procedures and supervises distribution and collection of utility bills, payments and adjustments.
- ◆ Maintains Community Development Block Grant Program (Housing Rehabilitation).
- ◆ Communicates official plans, policies and procedures to staff, mayor/council and the general public.
- ◆ Communicates with public and staff on council action.
- ◆ Provides public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations.
- ◆ Provide public information on town codes, ordinances, council meetings and council action taken.
- ◆ Serves as custodian of official town records and public documents; performs certification and arrange recording of legal documents and other records; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring town certification; maintain tapes of public hearings—label, store and record in book; maintain tapes of council meetings; files all town records.
- ◆ Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- ◆ Performs and/or assists subordinates in performing duties; adjusts errors and complaints.
- ◆ Prepares a variety of studies, reports and related information for decision-making purposes.
- ◆ Receive and issue town business licenses; answer business license inquiries by phone and in person; maintain business license records; prepare renewal letter and license application for annual business license.
- ◆ Coordinate special event license and paperwork with event promoter.
- ◆ Administers the issuance of municipal licenses, including business, various regulatory licenses as assigned, etc., in accordance with applicable town ordinances and other regulations.
- ◆ 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.
- ◆ Prepare surveys and other reports as directed.
- ◆ Manages computer operations and programming to utilize computer equipment in most effective manner and implement programs.
- ◆ Administers 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 quarterly town newsletter.

- ◆ Attend staff meetings to identify staff agenda items.
- ◆ Researches 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 on the Town.
- ◆ Provides clerical and/or technical support to other office staff and town personnel as required or needed.

Knowledge, Skills and Abilities:

- ◆ Working knowledge of the principles and practices of modern public administration.
- ◆ Extensive knowledge of office practices and procedures.
- ◆ Thorough knowledge of modern records management techniques, including legal requirements of recording, retention and disclosure.
- ◆ Working knowledge of computers.
- ◆ Working knowledge of governmental accounting principles and practices (BARS).
- ◆ Knowledge of applicable federal, state and local law, codes, regulations, policies and procedures.
- ◆ Interpersonal skills using tact, patience and courtesy.
- ◆ Skill in operation of listed equipment.
- ◆ 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 plan, organize and supervise assigned staff.
- ◆ Ability to plan, organize and direct operations of the town clerk/treasurer.
- ◆ Ability to maintain confidentiality of politically sensitive materials and information.
- ◆ 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.

Education and Experience:

Bachelor's degree in Accounting, Finance, Economics, Public Administration or a closely related field plus four (4) years of progressively responsible finance or accounting experience, including one year in a lead capacity. Or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements:

A) Must be bondable; B) Have a valid Washington State Driver's License, or ability to obtain one;
C) obtain notary public certification, if needed.

Equipment Used:

Computer (including printer and scanner), calculator, multi-line phone, copy machine, fax machine.