

TOWN OF GARFIELD CLERK-TREASURER

SUMMARY

This position is responsible for the receipt and safekeeping of all moneys of the town, keeping a full and true record of every act and proceeding of the Town council, maintaining a record of all ordinances, keeping the seal of the town, keeping such books, accounts and make such reports as required by the State Auditor including the duties as provided in RCW 35.27.220 and RCW 35.27.170. This position performs a variety of professional, administrative, and technical accounting, fiscal, and clerical functions in maintaining the proceedings and fiscal records and systems of the town.

The statutory duties of the Clerk-Treasurer are specified primarily in RCW 35.27.220, RCW 35.27.230, and RCW 35.27.170.

SCOPE

Reports to: Works independently, under the general supervision of the Town Mayor

Supervises: Not Applicable.

ESSENTIAL FUNCTIONS

Screens and responds to citizens' concerns in a courteous manner, independently providing responses within scope of knowledge, or initiating appropriate actions to respond to requests.

Attends Regular and Special Council Meetings, Planning Commission and Board of Adjustment Meetings, prepares the agenda and keeps the minutes.

Performs a variety of duties of a routine and repetitive nature. Clerical duties including typing, filing, sorting and distributing mail, answering phones, preparing deposits, counter work and responding to public inquiries.

Independently or in conjunction with the Mayor, and the Town Attorney, prepares draft ordinances, resolutions, proclamations, and public notices concerning land use, SEPA, public hearings, hiring, calls for bids, request for proposals, and other Town matters for the consideration by the Mayor and Council. Upon action by the appropriate body, the Clerk/Treasurer is responsible for the proper posting, publication, and retention of the above.

Meets and confers with auditors, officials, utility customers, vendors, community organizations, the general public, and other persons to provide information or referral on questions pertaining to Town ordinances, policies, finance and administrative procedures, or other laws and regulations.

Recommends, writes specifications for purchases, installs, and performs general maintenance functions on office machines, computer hardware and software systems.

When requested, obtains documents, contacts outside agencies, and performs various forms of research for the Mayor, Town Attorney, Council, Police Department, and Public Works Department.

Executes the written polices of the Council.

Responsible for the financial management and accounting for the town including reconciling bank statements, collecting, recording, depositing, and investing all town moneys, preparing payroll and payment of bills, posting to one or more general or special books of accounts, such as check register, cash receipts journal, payroll register, collection of building permit fees, dog licenses, preparing the preliminary budget and final budget upon Council ratification and administration of the final budget.

Responsible for utility department customer accounts and billing; maintaining accurate records and accounts of moneys and assessments collected, prepare collection reports, and notify the Public Works Superintendent of water/sewer disconnects.

Responsible for the filing various local/county/state monthly, quarterly and annual reports.

Performs a variety of janitorial duties in town hall and community center. These duties may include vacuuming, dusting and cleaning bathroom fixtures.

Participates in the professional organizations open to his/her position and actively pursues continuing education in his/her profession.

Other duties as assigned by the Mayor.

QUALIFICATIONS

Education:

- High school Diploma or equivalent
- Experience in accounting/bookkeeping, clerical/administrative experience, computer experience. Knowledge of governmental accounting and BARS system accounting preferred.