

City of Tenino Job Description
Administration Department
Mgmt. /Admin – Part Time
Not to exceed 20 hours per week

Deputy Finance Clerk

NATURE OF WORK: Under administrative direction of the City Clerk, the City Deputy Finance Clerk is responsible for recording all monies coming into and leaving the clerk's Office. The Finance Clerk performs a wide variety of financial recordkeeping duties. These duties include bookkeeping, accounting, and financial reporting. The City Deputy Finance Clerk will assist with the City's budget, accounting, auditing, and related financial operations. The work is performed under the general direction of the Clerk Treasurer, but considerable latitude is granted for the exercise of independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are not inclusive of all duties, and the incumbent performs other related duties, as required.

1. Assists in maintaining the Clerk's Office financial records.
2. Coordinates and supervises all City activities related to finance, accounting, budgeting, and related financial policy transactions.
3. Helps Develop, implement, and administer the City's annual budget.
4. Assists in annual audit functions.
5. Assists City banking, investment, and debt policies and grant management.
6. Manage the City's finances to provide for bonded debt service for general obligation bonds, revenue bonds, and local improvement district bonds.
7. Prepares and maintains financial, accounting, audit, and related records, reports, documents, correspondence, databases projections, and information files.
8. Provides financial and accounting services and expertise to other City departments and agencies.
9. Assists in preparing and maintaining the budgets for the City Clerks office and special projects
10. Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies.
11. Provides financial reports, audits, and financial assistance as requested to City departments and agencies.
12. Manages special projects and programs as assigned by the Clerk Treasurer.
13. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

1. Method, procedures, objectives, and standard practices of financial planning and management, accounting, and financial functions and practices.
2. Municipal budgeting and expenditure principles and practices.
3. Applicable federal and state laws and regulations pertaining to municipal finance operations.
4. Applicable Accepted Accounting Principles related to the creation and maintenance of City accounting and financial practices, methods, records, and documentation.
5. Applicable State Governmental Accounting, Auditing, and Financial Reporting requirements and standards.
6. Principles and procedures of financial record keeping and reporting.
7. Principles and methodology of project management.
8. Time and resource management.
9. Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications.
10. Current office practices and procedures.
11. City and state laws.

Ability to:

1. Follow written and oral instruction.
2. Prepare and administer a municipal budget.
3. Prepare and maintain City financial records and documents to applicable BARS standards.
4. Manage the operations of the finance department.
5. Prepare clear and concise reports.
6. Analyze financial data, reconcile accounts, and prepare reports.
7. Establish and maintain effective working relationships with other City employees, the Mayor and Council, and the public.
8. Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
9. Communicate effectively both orally and in writing.
10. Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
11. Perform time management and scheduling functions, meet deadlines, and set project priorities.

PREFERRED QUALIFICATIONS:

Education: Public Administration or a closely related field. CMC Certification preferred.

Experience: Three to five years of finance, administrative, and professional experience in a comparable municipality, or equivalent, with strong experience in **fund balance GAPP and BARS accounting**, personnel administration, computer systems, and other administrative matters; or any equivalent combination of education and experience.

Possession of a valid Washington State driver's license at the time of appointment, or the ability to obtain one within thirty (30) days, and a driving record acceptable to the City's Risk Manager.

Must pass a background investigation; Attendance at evening meetings is required.

PHYSICAL LIMITATIONS: Work is generally performed indoors in an office environment. Lifting records and reports may be required, usually not in excess of 50 pounds.

WORK ENVIRONMENT: The work environment conditions described here are representative of those and employee encounters while performing the essential functions of this job. Work is typically performed in an office environment.