

**CITY OF LEAVENWORTH
JOB DESCRIPTION**

TITLE: Deputy Clerk
REPORTS TO: Finance Director/City Clerk
DEPARTMENT: Finance
POSITIONS SUPERVISED: Office Assistant
FLSA STATUS: Non - Exempt
SALARY RANGE: Probation (one year): \$3,511/month
Range following successful completion of probationary period: \$4,131 - \$4,517

POSITION SUMMARY:

The City's Finance Department is responsible for financial and record keeping activities of the City. As part of these responsibilities, the Deputy Clerk performs many of the day-to-day functions of the accounting systems. Under minimal supervision, employee in this classification is responsible for performing the more complex and advanced financial recordkeeping and analysis of the City to include regular and recurring accounts payable, accounts receivable, payroll, utility billing, and records management. The Deputy Clerk is responsible for the supervision and training of the Office Assistant's daily tasks and assists the Office Assistant with answering phones and directing citizen and visitor questions to the appropriate staff when necessary. The Deputy Clerk may provide administrative support to the Mayor, City Administrator, Finance Director/City Clerk, Public Works Director and Development Services Manager; this may require attendance at meetings and taking notes adequate to prepare accurate minutes of those meetings. Administrative assistance may also require composing letters or other documentation from written or verbal instructions. The Deputy Clerk is a full-time non-exempt position with benefits.

ESSENTIAL FUNCTIONS:

The Deputy Clerk performs a variety of duties, many of them utilizing specialized software, in the areas of the Accounts Payable System, Utility Billing System, Payroll System and Business Licensing System. Duties include ensuring the day-to-day financial operations, functions and projects are proceeding according to timelines, meeting targets, expectations, and adhering to established operating parameters as identified by the Finance Director. In addition to having specific job duties, the Deputy Clerk supervises the Office Assistant duties to achieve the objectives and timelines identified by the Finance Director; the Deputy Clerk also provides back up support for duties not designated as his/her responsibility. Job duties may include, but not be limited to, any number of the responsibilities listed below.

- The Deputy Clerk ensures that day-to-day financial operations, functions and projects are proceeding according to timelines, meeting targets, expectations, and adhering to established operating parameters as identified by the Finance Director; modifies project resources as necessary to achieve objectives/timelines.

- Specifically, the Deputy Clerk will provide day to day supervision, oversight and ensure the accurate completion of tasks performed by the Office Assistant.
- The Deputy Clerk, under the oversight of the Finance Director is responsible for the accurate and timely completion of several operational areas within the Finance Department including:
 - Accounts Payable system: Verify invoices; code for proper department identification; input data for voucher preparation following payment approval of department director; process vouchers for printing of checks; submit checks to vendors; monitor accounts for 1099 compliance; prepare 1099's at year end. May also prepare state fuel tax, combined excise tax and/or B&O tax reports for payment.
 - Utility Billing system: Input data for utility billing; print and sort bills for mailings; monitor bills for delinquency letter, shut off notices and late fees; update accounts for changes; input payments; compile information and prepare reports.
 - Payroll system: Prepare draws for employee payment by the 20th of each month; request timesheets, verify and input data for preparation of end of month payroll by the 5th of each month; prepare and distribute paychecks; process deduction checks, including benefits and other withholdings; prepare and submit all necessary monthly and quarterly reports; monitor and make adjustments to vacation and sick leave accruals; prepare end of year reports and submittals including W-2's.
 - Business License system: Process daily payments and periodic billings for new businesses; update business information as changes occur; may assist Finance Director with status reports for new and closed businesses.
 - LID Systems: Set up new accounts, input data, prepare billings and monitor accounts as necessary.
- Under the direction of the Finance Director, the Deputy Clerk determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides customer service: Assist customers at front counter and through telephone contact with questions, comments and concerns, directing them to proper department; accept payments and provide receipts for utilities, business and animal licenses, pool passes and a variety of applications and permits.
- Provides administrative support for Mayor, City Administrator, Finance Director/City Clerk, Public Works Director, and Development Services Manager: Attend meetings as requested and/or required, taking notes as necessary; prepare routine correspondence from verbal instruction or notes.
- When requested, assists with Records Management: File and retrieve documents and correspondence; prepare records for storage and disposal per state guidelines.
- Provides assistance to the Finance Director/City Clerk for reconciling bank statements and /or petty cash accounts; this includes preparing vouchers for petty cash reimbursement. Daily reconciliation of receipts, as well as Pool receipts during summer months, with corresponding reports.
- Other areas may include: Miscellaneous billing for a variety of functions including but not limited to Department related projects, Parking and the Festhalle; assisting the Finance Director with the annual report, reconciling accounts, preparing documents as required for submission to the Washington Sate Auditor and other miscellaneous duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience in customer service, including proven ability to deal effectively with difficult individuals with positive results.
- Ability to operate proficiently standard office equipment such as a typewriter, computer, printer, calculator, photocopier, postage and fax machines and to learn to operate any new or modified equipment, which the City may obtain as well as train others on the use of the equipment.
- Ability to prepare general correspondence and other documents from draft or verbal instruction, including ability to proofread own and others work.
- Knowledge and experience using Microsoft Word and Excel (3-5 years), including the ability to type at a minimum of 40-60 words per minute and prepare basic spreadsheet data. Ten-key entry should be a minimum of 70-90 strokes per minute.
- Skill using a computerized invoicing system (3-5 years) or other bookkeeping software – BIAS preferable.
- Experience with general bookkeeping, including strong cash handling skills and processing a variety of payments.
- Ability to work under pressure of deadlines by utilizing prioritization and multitasking skills for the employee's own duties and tasks from a number of other sources. Ability to train and supervise other Finance Department staff.
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.
- Willingness to be flexible in job duties and work schedule (night meetings may be required), and to continually learn and accept new tasks.
- Ability to maintain confidential information involving personnel actions, contract negotiations, and other sensitive material.

EDUCATION AND/OR EXPERIENCE

- 5 - 8 years of experience in positions with primary duties involving providing excellent customer service skills, cash handling, invoicing/billing, utility billing, payroll and providing administrative support to multiple managers.
- High School Diploma or G.E.D. equivalency, AAS in Accounting or other related field preferable.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit and talk or listen. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand, walk, and climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.