



4030 - 95th Avenue NE
Yarrow Point, WA 98004

(425) 454-6994 Fax: (425) 454-7899

POSITION: CLERK-TREASURER/FISCAL COORDINATOR

Position: Clerk-Treasurer, Full-time Salaried (\$70,000 - \$75,000) plus full benefits

Reports To: Mayor

Regular Work Schedule: Daily office hours M-F and evening meetings, as required

Supervises: All employees either directly or through subordinate supervisors

Exempt position

GENERAL RESPONSIBILITIES: Performs high level administrative, technical and professional work in directing and supervising the administration of municipal government. Provides financial forecasting and analyses for municipal planning projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides financial planning and forecasting of Town resources.
- Responsible for maintaining Town's long term financial planning model.
- Prepares financial analysis of potential development projects and their long term impact to the Town's fiscal reserves as well as governmental organization.
- Analyzes and prepares reports for Town leadership regarding the organizational structure as well as fiscal stability.
- Advises Mayor and Town Council of financial conditions and current/future Town needs.
- Assures that staff is properly trained; motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans.
- Gathers, interprets, and prepares data for studies, reports and recommendations.
- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.

- Coordinates annual budget requests submitted to the Mayor.
- Direct manager of Deputy-Clerk.
- Responsible for Accounts Payable.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Coordinates with Department Heads to determine work procedures, prepares work schedules, and expedites workflow.
- Studies and standardizes procedures to improve efficiency and effectiveness of Town government operations.
- Communicates official plans, policies and procedures to staff and the general public
- Attends meetings of the Town Council as needed.
- And all other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with a bachelor’s degree in business management, public administration, political science or a closely related field;
- Five (5) years of related municipal experience.
- Any equivalent combination of education and experience.

KNOWLEDGE, ABILITIES, AND SKILLS

- Considerable knowledge of the principles and practices of public administration.
- Skill in long range planning and detailed fiscal analysis of various community development strategies and their impact on municipal government.
- Skill in preparing and administering municipal budgets; skill in planning, administering municipal programs.
- Ability to prepare and analyze comprehensive reports.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, Town officials and the public.
- Ability to efficiently and effectively administer a municipal government.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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

Work performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to fold, handle, or manipulate objects, and office equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Attendance may be required at evening meetings.

TO APPLY:

Please remit a resume and cover letter to townhall@yarrowpointwa.gov.

