

Town of Yarrow Point

Clerk-Treasurer

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned by the Mayor. Annual Performance Reviews will be performed by the Mayor. Merit increases will be subject to performance evaluations and will be presented and approved in the annual budget cycle unless special circumstances are approved by Council.

Position: Full time, Salaried, in-office

Regular Work Schedule: Daily offices hours Monday through Friday and evening meetings, as required. Remote work approved on a limited basis.

Supervisor: Mayor

FLSA Status: Exempt

Duties: Duties include assisting the Mayor with day-to-day operation of the Town, including supervision of staff as delegated by the Mayor and responding to various needs of the Town residents. The legal custodian of the Town seal as required by RCW. Perform other duties as assigned by the Mayor. Ensure full-time in-person coverage of the front desk and main phone line.

Essential Functions:

Council meetings

- Integrally involved in the preparation of Council agenda packets with the Deputy Clerk. Review draft agenda packet compiled by Deputy-Clerk and approve for distribution
- Attend Council meetings
- Prepare Council minutes
- Prepare resolutions and ordinances
- Certify public records as required

Prepare policies with the Mayor and/staff for Council consideration

Be the point staff person for the Town on identifying opportunities to raise revenue, including a possible property tax levy. Research levy recommendations and manage the process.

Public Records Act

- Serve as Town's designated Public Records Officer
- Participate in required training for compliance with the Public Records Act
- Destroy records according to the adopted Retention Schedule
- Forward permanent records to WA Archives according to the Retention Schedule
- Respond to Public Records Requests and keep the required log of requests

Emergency Management Director

- Coordinate with King County to adopt their Emergency Management Plan and Annex to their Hazard Mitigation Plan to comply with RCW.
- Serve as point person for residents regarding emergency management protocols.

Risk Management

- Designated Delegate for Washington Cities Insurance Authority for annual insurance audits and attend mandatory training and Board Meetings

Grant Management

- Seek out grants to bring for Council consideration
- Apply for grants approved by Council
- Manage grants received, including processing payment requests for grants

Budget Preparation

- Prepare preliminary budget for initial Council review in September
- Work closely with staff for budget input in their functional area
- Make adjustments per Council and Mayor input in preparation for Public Hearing of Preliminary Budget in October
- Prepare Levy Ordinance for Council consideration following Public Hearing at the October meeting
- Make adjustments to the budget for final consideration and prepare the ordinance for adoption following the public hearing at the November meeting
- If current-year budget amendment is needed, prepare an ordinance and present it for Council approval at the December meeting, and certify the ordinance to the recipients per RCW
- After Council approval, certify the ordinance that adopts the budget to the recipients according to RCW
- Enter approved budget line items into Caselle Accounting Software
- Ongoing review of budget regarding year-to-date revenues and expenditures Prepare Quarterly Reports for Council review per RCW
- Prepare management accounting reports at Council request

Accounts Payable

- Enter invoices, establish new vendors, print checks
- Prepare the Payment Approval Report for the Council

Payroll

- Enter timesheet data, print checks and/or direct deposit pay vouchers
- Prepare Banner Bank direct deposit file
- Pay Federal Withholding Tax, Social Security and Medicare
- Pay Health Insurance, Retirement, WA CARES premiums, WA Family Medical Leave premiums, unemployment, and workers' compensation
- Maintain employee leave reports
- Prepare year-end payroll documents, W2's, and 1099's

Reconcile and Manage Taxes, Fees, and Invoices

- King County Tax Payments
- Stormwater Fees
- Franchise fees
- Telecom lease payments
- Consultant Invoices

Reconcile Bank Statements

- Fill out the spreadsheet with monthly transactions for checking, savings, LGIP, and petty cash
- Fill out the spreadsheet with LGIP allocations of income and interest
- Enter CD, CRJE, and JE journal entries into Caselle to allocate stormwater fees, taxes, LGIP revenue and interest from the bank and investment pool. Update General Ledger accordingly.
- Reconcile these transactions with Caselle “reconcile bank accounts” feature and troubleshoot any discrepancies with cash receipting
- Print monthly reconciliation reports and have the Mayor approve per the auditors’ requirement
- Reconcile Bank Statements with Financial Statements to ensure that total cash equals cash that is allocated to each fund

Prepare Annual Report

- Attend State Auditor training on recent changes to procedures and the chart of accounts
- Prepare all pertinent Schedules and Notes for review by Council before submission to the State Auditor by the deadline of 150 days after the end of the fiscal year

Prepare for and participate in the biennial audit

- Upon notice of audit, prepare all requested documents for the audit team to “take and return” for examination away from Town Hall
- Participate in weekly audit meetings throughout the audit period
- Respond in a timely manner to requests or information and explanations of accounting practices and accommodate for in-house audit team

Miscellaneous

- Serve as backup for the Deputy Clerk in his/her absence by providing all duties in the Deputy Clerk’s job description.
- Prepare policies for Council consideration
- Research and propose revenue sources such as property tax levy. If directed, manage recommendations and process associated with same.

Qualifications:

- Ability to maintain cooperative and effective working relationships with elected officials, members of staff and the public.
- Ability to plan, develop and maintain complex administrative projects.
- Excellent knowledge of standard Town operations, procedures, practices and legal requirements
- Excellent communication skills. Ability to effectively communicate detailed information to the public and legislative bodies.
- Proven clerical and organizational competency.
- Proficiency in Microsoft Office programs and ability to learn new software as needed.
- Ability to perform a variety of tasks in a small office setting with minimal supervision.

Education and Experience: College degree and a minimum of three years of accounting & finance experience in the public sector, or any combination of education and experience that would provide the desired skills, knowledge, and ability required to perform the job. Prior Municipal Clerk/Treasurer experience preferred.

Physical Demands:

Physical demands described are representative of those needed to successfully perform essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Work involves walking, talking, hearing, the use of hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision abilities include close vision and the ability to adjust focus.

Must possess a valid State of Washington driver's license. A background check may be made before employment is confirmed.

Residency:

Must be a full-time resident of Washington State. This requirement ensures familiarity with local governance and community needs, facilitating in-person meetings, staff collaboration, Town Hall coverage, and Town events or obligations as required.