

City of Mabton, Washington

Position Description

JOB TITLE: City Treasurer
DEPARTMENT: Administration
REPORTS TO: Mayor
ISSUANCE DATE: October 5, 2015

NOTE: This is an FLSA EXEMPT status management level salaried position and not hourly; Non-Union

Salary Range: \$42,000 to \$62,000 annually, with an excellent benefits package and flexible work schedule

POSITION PURPOSE:

This is administrative budgetary and financial management work. The employee occupying this position is responsible for planning, organizing, directing and controlling the City's financial management, budget systems, budget calendar, customer services functions and risk management. Serves as the lead on all fiscal, financial, insurance, payroll, claims, vouchers, pension, retirement and budgetary responsibilities for the city. Leadership is exercised over minimal staff. Work is performed at the general direction of the Mayor.

REPRESENTATIVE DUTIES:

1. Attends city council meetings, study sessions, planning commission meetings, public meetings and takes meeting minutes, transcribes them and finalized meeting agendas and minutes.
2. Assists in preparing public notices for publication according to various legal requirements and procedures, numbers, resolutions and ordinances; processes and tracks contracts and agreements, grants and loans for the city
3. Responsible for the Municipal Code Book updates, codification, ratification, organization according to state law.
4. Receives and answer questions on the phone or in person (customer service desk); handles as rectifies citizen complaints, as needed
5. Establishes and oversees implementation of the policies, systems, and procedures governing all aspects of the City's accounting, bookkeeping and financial reporting activities (ex: BARS, MRSC, LGIP, State Auditor's Office, WFOA, OFM, grants, loans, agreements, etc.); assuring that financial management systems meet the requirements of the State Auditor's Office (SAO) and other governing agencies and entities
6. Provides a variety of administrative support and assistance for the Administration Department and to the Mayor.
7. Manages all elements and components of the VISION municipal solutions financial software management system, to include; grants, payments, paychecks, invoices, vendor checks, Form W-2's, finances, purchase orders, requisitions, credit card expenditures, purchasing, procurement, legal bids, grant payments/record keeping, budgeting, etc.
8. Prepares annual financial report and deals with the State of Washington (State Auditor's Office - SAO) requests for information, justification and/or inquiries.

9. Ensures timely and complete preparation of required internal and external financial records, reports and statistics, including those related to state and federal programs; assists management and staff in interpreting and acting on the information
10. Directs the preparation, coordination and completion of the city's annual operating budget and comprehensive annual financial report, including preparation of and review financial forecasts, revenue estimates and projections. Prepares budget worksheets, works closely, with the Mayor in preparing preliminary budget recommendations for Council consideration and deliberation. Oversees preparation of preliminary and final budget documents, calendar and process.
11. Answers incoming phone calls, answers customer questions regarding city programs and services; projects, initiatives and takes messages when appropriate
12. Ensures all contracts, pay ordinances, administrative guidelines, Federal and State laws are implemented and correctly adhered to as they pertain to payroll; processes personnel action forms, ensures the accuracy of information, adjusts payroll master to reflect new hires, terminations, changes in payroll/benefits, transfers and other related changes.
13. Responsible for withholding accurately on garnishments, excessive leave balances, FICA, workers compensation and other necessary adjustments or withholdings/deductions
14. Reconciles payroll to budget (labor) distribution; prepares and issues warrants for payroll contributions as retirement, various other benefits along with required transmittal forms according to contract provisions; prepares and submits a variety of monthly, quarterly and year-end reports to various regulatory agencies such as Internal Revenue Service (IRS), Employment Security Department, etc. in a timely manner, accurate manner to avoid financial and legal penalties.
15. Manages and maintain the City's risk management programs for personnel and facilities. Prepares RFP's, RFQ's and/or Bid Packages (scope of services or work) for insurance broker/consultant selection; coordinates the selection of insurance broker/consultant and third party claims administration. Assists in or adjudicates insurance claims and participates in resolution of unusual claims.
16. Works closely with the Mayor or designee regarding salary changes, new hires, separations of employment, preparations of various personnel and financial reports, etc.
17. Performs banking functions, reconciles monthly statements and General Ledger. Services as the Custodian of the City's official seal and public records. Oversees the accurate and timely processing of information and records including notices, contracts, financial records, business licensing, dog licensing, etc.
18. Participates and assists in the formation of labor relations policy, the preparation for and conduct of collective bargaining, and the administration of collective bargaining agreements.
19. Requires regular and reliable attendance.
20. Performs other duties as assigned, required and directed.
21. *This list is an illustrative nature only and is not intended to specify every duty and job responsibility*

MINIMUM QUALIFICATIONS:

1. Requires a minimum education of an A.A. Degree in business or financial management or related field.

2. The ability to speak, read and write in both English and Spanish languages is highly desirable.
3. Two (2) years of experience in bookkeeping, payroll which includes computerized payroll responsibility, including union contracts and collective bargaining agreements and considerable experience in public and personnel contacts.
4. Public sector payroll experience desirable
5. Ability to type at a minimum 30 WPM.
6. Shorthand or speedwriting is desirable.
7. Experience in Microsoft Office computer software (WORD, Excel, Outlook, Power Point, etc.) is highly desirable
8. Must possess the ability to maintain a valid Washington State Driver's License
9. Experience in VISION software systems for payroll, financial management, budgeting is highly desirable
10. The ability to work well with others in a small municipality work environment
11. CPR/First Aid/AED certifications to be obtained within the first 6 months
12. Notary Public license to be obtained within the first 6 months
13. The ability to plan and organize own work
14. Ability to communicate, coordinate, and prioritize received directives from the City Administrator and/or the Mayor
15. Must be able to work evenings and occasionally on the weekends
16. Verification of identity and U.S. work authorization must be completed as required by the Immigration and Reform and Control Act
17. CMG and/or MMC certification is highly desirable

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of RCW's, laws, codes and ordinances relating to the Public Disclosure Act and Open Public Meetings Act; modern office and administrative assistant practices, procedures, and methods of correct use of grammar and punctuation; operation of a variety of office equipment including personal computer, monitor, keyboard, mouse, CPU, fax machine, copy machine, scanner, modern recordkeeping systems and office equipment.
2. Ability to plan and organize work for accomplishment and tangible results; ability to meet prescribed deadlines and manage multiple tasks simultaneously; understand that you work in a politically charged environment; ability to understand and execute complex verbal and written instructions; ability to work independently with limited supervision; deal with the public in a pleasant and professional manner and work cooperatively with the Mayor, City Council and other governmental officials.
3. Possess the ability to accurately summarize and condense items discussed for producing meeting minutes; possess the ability to prepare accurate reports/minutes/memorandums; must be able to present ideas clearly verbally and in writing.
4. The ability to communicate effectively orally and in writing; the ability to establish and maintain effective working relationships with staff, peers, supervisors, elected officials and the general public.
5. Knowledge of technical, financial or payroll principles, theories and concepts; report requirement of Federal and State governments laws pertaining to payroll and pension; city practices, policies & procedures; applicable union contracts; data processing applications (VISION, etc.) pertaining to payroll system.

6. Ability to read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures; work independently with self-direction; interact courteously and effectively with persons from diverse occupational and socio-economic backgrounds; establish and maintain cooperative working relationships with City employees.
7. Knowledge of public employees working for State and Federal agencies regarding payroll rules, regulations, practices, withholdings, etc.
8. Knowledge of best practices with the Washington Municipal Clerks Association (ex: records management, retention & archives, public inquiries & disclosure, council agenda management, legal notices, business licensing, etc.)
9. Ability to plan and organize time and work to meet deadlines; give substantial attention to details; be accurate and thorough; work under pressure, operate computer terminals and related office equipment; train other city staff; analyze situations and adopt an effective course of action; prepare and maintain a variety of records and reports.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, office equipment, computer, keyboard, monitor, CPU, mouse, phone, FAX, calculator, scanner, cell phone, security system, timekeeping system, and flash drives

PHYSICAL DEMANDS:

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingering while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory.

WORKING ENVIRONMENT:

May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May come into contact with the public who is irate, upset or disturbed. Must be available to work extended hours as necessary before or after regular work hours including morning or evening meetings and an occasional Saturday.

SELECTION GUIDELINES:

Formal city application, rating of education and experience, oral interview and reference checks, pre-employment drug testing will be required.

The City of Mabton is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, marital status, political affiliation, disability, genetic information, veteran's status or any other basis protected by discrimination laws.