



*City of La Center*

*Seeking*

## **Accountant/Deputy City Clerk**

**Monthly Salary: \$5,281.37 - \$6,536 DOE Non-Exempt Position  
Generous Medical and Leave Benefits**

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**TO APPLY:** Applicants that possess the necessary qualifications and skills may send a resume and cover letter to:

[dbailey@ci.lacenter.wa.us](mailto:dbailey@ci.lacenter.wa.us)

**no later than**

**September 16, 2019**

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### **POSITION OVERVIEW**

The Accountant/Deputy City Clerk position is assigned to the Administrative Services Department and reports to the Finance Manager. In addition to functioning as an Accountant, this employee supports the work of others in the Administrative Services Division and serves as the Deputy City Clerk. As the Deputy City Clerk, the employee attends all City Council meetings, records and maintains all meeting minutes, and publishes the minutes on the City's website. This position is responsible for maintaining the City's adherence to the State's Public Disclosure Act.

The City of La Center has approximately 24 regularly assigned employees and a small number of seasonal employees during summer months. The employee must be able to maintain a cooperative and professional relationship with all city employees, including management representatives and elected officials. Every employee is expected to comply with the City's Guiding Principles and City Personnel Policies.

This position works Monday-Friday, 8:00 A.M. to 5:00 P.M., and is required to attend the City Council evening meeting twice a month, from 6:30 to 8:30 or 9:00 P.M.

The position is represented by the La Center Police Officers Association – Civil chapter.

## **ESSENTIAL JOB FUNCTIONS**

### **Accountant functions include:**

- Responsible for full accounting responsibilities of the City's financial transactions, records, statements, and reports in compliance with the accounting principles of Washington State's Budgeting, Accounting, and Reporting Systems (BARS);
- Assists in the preparation of the City's annual budget and annual financial report;
- Designs flow of data, supporting documents, and reports. Works with Division coworkers to ensure accurate recording of activities into computerized accounting journals and ledgers;
- Works with management to design and implement solutions to resolve accounting and internal control issues and problems;
- Develops procedures to maintain the integrity of the general ledger and subsidiary accounting systems and ensures that all fund accounting requirements are fulfilled for restricted and non-restricted revenue sources
- Works to design and prepare financial analyses, projections, reports, policies and procedures, and appropriate records;
- Works with City Departments to analyze and complete grant fund documentation and invoices are completed and submitted in a timely manner to ensure timely fund reimbursements;
- Researches legal materials relevant to accounting problems and solutions;
- Performs statistical computations, financial analyses, prepares financial reports, computerized accounting journals entries (using Springbrook);
- Evaluates transactions and budgets; analyzes internal controls and arranges to correct errors and implementing controls to comply with audit recommendations and internal control standards, and policies;
- Researches and maintains a working knowledge of GAAP, BARS, and Washington State Cash-based Accounting requirements as well as federal, state, and city regulations relevant to accounting and finance;
- Monitor, prepare, and process complex reconciliations (i.e., bank reconciliations, cash and investment activities), to ensure accuracy, completeness, and timeliness.

### **Deputy City Clerk duties include:**

- Under the direction of the City Clerk prepare the City Council meeting agenda, prepare City Council packets, and publish Council meeting minutes;
- Manage and publish City ordinances, resolutions, and proclamations, and public and legal notices in newspapers;
- Attend all City Council meetings maintain City ordinances;
- (City Clerk Duty, not Deputy) Administer the City's responsibilities and requirements per the Public Records Disclosure Act (PDR) and City policy;
- Oversee and maintain city-wide records and information management system.;

### **MINIMUM QUALIFICATIONS/DESIGNED SKILLS**

- Bachelor's degree in accounting, business administration, banking, or a similar field (An equivalent number of years (4) working in accounting in accounts payable, payroll, or banking reconciliation may substitute on a year-to-year basis);
- Two years of experience working in a financial/accounting/payroll system (Springbrook is preferred) preferable in a government environment;
- Ability to handle multiple assignments concurrently and meet time-sensitive deadlines;
- Must possess a Washington Driver's License and be insurable;
- Maintain and respond to internal and external customers in a professional manner in accordance with City policy and Guiding Principles;
- Must be able to communicate verbally and in writing clearly and concisely;
- Must be able to complete a background investigation including a credit history check satisfactorily.

### **ENVIRONMENT AND PHYSICAL REQUIREMENTS**

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

- Periods of sitting and operating a keyboard entering detailed and complex data into a variety of databases;
- Operates standard office equipment including a copier and electronic mailer;
- The City campus is spread over a 3-4 block radius which requires an employee to walk or be mobile enough under their own power to get to another City building. Additional physical demands include standing, reaching, and bending

down to retrieve information from files, or retrieve documents in boxes on the floor as required;

- Occasionally needs to drive a vehicle in the city, within the county, or throughout the state to attend work-related conferences or meetings.

The essential functions/major responsibilities listed below are intended only as examples of the type of work performed by this position. The omission of specific statements of duties does not exclude them from this position. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

The City of La Center is an Equal Opportunity Employer.