

City of Clatskanie

Job Title: City Recorder / Finance Manager **Salary:** \$94,020 yr. – \$120,000 yr.
Organization: City of Clatskanie **Class:** FLSA Exempt
Department: Administration **Date:** September 3rd, 2024
Employment Status: At-Will

PURPOSE OF POSITION: Perform a variety of administrative and financial management duties in support of the Administrative Office, City Council, Planning Commission, and the Public Works Department. Maintain departmental and archival records in accordance with State and City requirements. This is an "at-will" position.

ESSENTIAL JOB FUNCTIONS:

Manage all accounting records for the City, e.g., prepare and reconcile reports, maintain journal entries on municipal software system, balance bank statements and cash accounts, and prepare fiscal records for the annual audit. Maintain adequate cash flow for City operations and manages investment accounts. Monitor expenditures and revenues and produce periodic financial statements.

Manage the City's yearly audit process and reports to City Manager and City Council audit findings and recommendations along with presentation of the yearly completed audit.

Assist with preparation of the preliminary and final fiscal year budget and prepare annual budget calendar and public notices. Attend meetings of the Budget Committee. Prepare and deliver required forms and reports for county, state, and federal officials.

Design, recommend, and oversee the implementation of approved City policies including financial managements practices. Ensures adherence to federal, state and/or Governmental Accounting Standards Board financial practices, laws, rules, and regulations. Job requires high standard of accuracy and truthfulness.

Maintain all payroll and personnel files and records, including confidential correspondence. Assists City Manager in a confidential capacity with formulating, determining and effectuating management policies in matters of labor relations and collective bargaining matters including financial costing, bargaining proposals, and development of City policies.

Attend and take minutes for City Council and Planning Commission meetings. Transcribe meeting recording/ video Maintain records of Council actions and recommendations as needed. Prepare and distribute Council packets.

Produce a variety of documents, e.g., letters, forms, memos, agendas and minutes, resolutions, ordinances, and reports. Research and compile information. Prepare and distribute public notices within guidelines and prepare staff reports.

Review building permit applications to see that all requirements have been met. Submit plans to Building Inspector for approval. Maintain permit files and prepare monthly activity reports.

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Act as City Elections Officer. Prepare required notices and forms to go to media, County Clerk, etc. Monitor official elections for compliance with state laws. Assist interested citizens in filing for vacant City positions. Prepare and monitor election schedule.

Responsible for maintaining a variety of files and records, including accounts payable, departmental activities, correspondence, vendors and purchase orders.

Review disbursements for revenue availability and to monitor coding of expenditures. Make accounts payable entries, process checks and reports. Maintain accounts payable records. Monitor revenue availability and process purchase orders.

Maintain fixed asset records. Enter information into the computer. Maintain inventory and update as necessary.

AUXILIARY JOB FUNCTIONS:

Provide assistance to department personnel in such areas as receptionist, data entry, and area that may need some occasional backup.

Maintain adequate levels of office supplies. Make necessary contacts to provide for the purchase, maintenance and repair of office equipment including computer hardware. Work with technicians to resolve computer hardware, software, and network problems if necessary.

Maintain proficiency by attending training conferences and meetings, reading provided materials, and meeting with others in areas of same responsibility from other cities.

Maintain work areas in a clean and orderly manner. Follow all safety rules and procedures established for work areas

JOB QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS: Demonstrated knowledge of municipal finance operations and the principles, methods and practices of accounting, thorough understanding of general office and record keeping practices, procedures and methods typically exhibited after 3-5 years of working in the profession; ability to make cost projections and evaluate revenue and expenditure forecasting, experience with accounting/bookkeeping software such as Springbrook or other similar software; Excellent written and spoken communication skills including proper use of English, spelling and grammar. Competent in Microsoft Office Suite, specifically Word, Outlook and Excel.

SPECIAL REQUIREMENTS/LICENSES: Must be able to be bonded. CMC (Certified Municipal Clerk) desirable or attained within 18 months of hire.

DESIRABLE QUALIFICATIONS: Certified Public Accountant. Previous knowledge of the organization and functions of municipal government and practices of governmental accounting. Four-year degree in accounting or business administration, or satisfactory combination of five years of progressively responsible office and accounting experience and training that

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demonstrates the knowledge, skills and abilities to perform the duties as described. Springbrook software experience is highly desirable. Knowledge of Generally Accepted Accounting Principles and understanding of internal controls at an advanced level. Production of financial statements according to generally Accepted Accounting Principles.

PHYSICAL DEMANDS OF POSITION: 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The city of Clatskanie is an Equal Opportunity Employer.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Incumbent will, on occasion, interact with members of the public in situations that may require patience, collaboration and problem solving. Attendance at Council and Planning meetings will require working during evening hours.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager as an executive and confidential employee.

This job description covers the most significant essential and auxiliary duties performed and is not inclusive of other possible duties assigned.