

**CITY OF GRANGER
GRANGER CITY HALL**

Departmental Opening – Clerk 1

Applications are now being accepted for the position of Clerk 1 with the City Clerk's Office. Application packets are available at Granger City Hall, 102 Main Street, Granger, Washington.

A few key components of the job are as follows: Knowledge in Microsoft Word and Excel, proficient using 10-Key, Vision software experience a plus, able to work in a fast paced environment, bilingual preferred, but not required.

For detailed job duties, the job description is attached to the application packet which can be obtained at Granger City Hall, 102 Main Street. Starting Salary: Entry 2,723.00 per month – Depending on Qualifications.

Closing date for accepting applications will be June 9, 2017 at 5:00 p.m.

City of Granger is an equal opportunity employer and encourages woman and minorities to apply. If you have any questions, please contact Alice Koerner City Clerk at Granger City Hall, 509-854-1725.

CITY OF GRANGER JOB DESCRIPTION

CLERK I

FLSA Designation – Non-Exempt

Union position

Full Time position

Position Summary

Performs a variety of customer service, accounting, and clerical duties involving financial record keeping including accounts payable and accounts receivable; and to provide a variety of clerical support to department staff.

Supervision Received

Receives immediate supervision from Deputy City Clerk and/or City Clerk Treasurer.

Supervision Exercised

Non-supervisory position.

Essential Duties and Responsibilities

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Answer incoming calls and route callers or provide information as required;
- Back up to Clerk II position
- Operate office equipment including copiers, facsimile machines, computers and scanners;
- Post data to various ledgers, registers, journals and logs according to established accounting techniques and procedures;
- Cross train to serve as back up for other office duties as assigned.
- Assist in preparation of the annual budget and any audit related reports, as needed
- Assist by preparing and maintaining quarterly and fiscal financial, audit, and accounting reports, as needed.
- Assist customers, departments, and council by providing fiscal information, as needed

- Manage and review accounts payable vendors;
- Review invoices, reimbursement requests, travel vouchers, billings for completeness, compliance with established policies and procedures, and proper authorization; resolve problems before data entry;
- Research invoice and statement discrepancies, resolve problems and post transactions;
- Prepare various end of the month reports
- Coordinate with other department staff to assure timely processing of transactions;
- Contact non-sufficient check customers for payment; keep records of related accounts;
- Perform a variety of general clerical duties including typing, maintaining files and records, and processing mail;
- Perform back up duties for various clerical positions as required;
- Manage the Rehabilitation Loan Program, send notices and process payments;
- Manage and maintain business licenses for the City.
- Prepare invoices for various City services on monthly and quarterly basis;
- Process Senior Citizen/Disability discount applications; including preparing letters of approval or denial and renewal notices;
- Provide customer service support;
- File ordinances, resolutions, minutes, and other documents;
- Assist in the development of notices, flyers, brochures, newsletters, media releases, and other informational materials about programs and services;
- Perform other duties as assigned.

Required knowledge

- Basic accounting principles and practices;
- Input and retrieve a variety of fiscal and statistical information using a computer terminal;
- Maintain and update a variety of financial records;
- Identify and resolve problems related to accounting and data processing;
- Perform accurate and fast data entry on computer key boards;
- Knowledge of applicable laws, codes, and regulations that pertain to assigned duties;
- Establish and maintain effective working relationships with fellow employees and the general public;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality or politically sensitive materials and information;
- Working knowledge of governmental accounting principal practices (BARS); preferred

Acceptable Education, Experience, and Training

- High school diploma or GED;
- Two (2) years of varied office work experience ; and/or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Requirements, Licenses

- Have a valid Washington State Driver's License
- Must be bondable
- Obtain food handlers card

The City of Granger is an Equal Opportunity Employer.