



# CITY OF EAST WENATCHEE

## Job Description

<b>Position Title:</b>	Treasurer/Finance Director
<b>Department:</b>	Finance
<b>Department Head:</b>	Self
<b>Reports To:</b>	Mayor
<b>Exempt/Non-exempt</b>	Exempt
<b>Salary Range:</b>	\$6,697.03-\$9,941.78

<b>Position Summary:</b>	Under the Mayor's direction, the City Treasurer/Finance Director serves as the Chief Financial Officer and Auditing Officer for the City. The City Treasurer attends Council Meetings, Budget Committee Meetings and Workshops, and other meetings as directed. The person in this position must be bondable. The City Treasurer is appointed by the Mayor.
<b>Distinguishing Characteristics</b>	An incumbent in this position is a Department Head. He/She is responsible for policy development, program planning, budget management, administration, and operational direction of the Finance Department.
<b>Job Location/ Working Conditions:</b>	Normal office environment. Alternative work schedule.
<b>Essential Functions:</b>	<ol style="list-style-type: none"> <li>1) <b><u>Leadership</u></b> <ol style="list-style-type: none"> <li>a) Provides leadership to develop and retain highly competent public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.</li> <li>b) Performs annual Performance Reviews of the Department staff.</li> </ol> </li> <li>2) <b><u>Supervision</u></b> <ol style="list-style-type: none"> <li>a) Supervises Accounting Clerk</li> </ol> </li> <li>3) <b><u>Auditing Officer</u></b> <ol style="list-style-type: none"> <li>a) Implements and monitors Finance Department policies, procedures, and methods.</li> <li>b) Implements and monitors State Auditor recommendations and internal controls improvements.</li> <li>c) Performs periodic audits of the Municipal Court and Municipal Court Trust Account.</li> <li>d) Responsible for the City's bi-annual accountability audits and annual financial audits performed by the State Auditor's Office.</li> <li>e) Responsible for determining if the City has surpassed the threshold for single auditing of federal grant fund expenditures; notifies the State Auditor's Office of this determination.</li> <li>f) Responsible for the collection of gambling taxes; determines if the City's gambling establishments are compliant; issues penalty notices for non-compliance; quarterly, reviews gambling tax receipts; annually, at year's end, contacts the City's gambling establishments in writing, forwarding information and reporting packets for the coming year.</li> <li>g) Monitors the collection of hotel/motel taxes; authorizes monthly expenditures to organizations entitled to allocations of hotel/motel taxes according to City agreements.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>h) Auditing Officer for the City's Payroll and Claims processes; reviews payroll and voucher postings for accuracy; certifies payroll and vouchers are the just, due, and unpaid obligations of the City; submits bi-monthly claims and payroll certifications to Council for approval; signs payroll and claims warrants along with the Mayor. Is the back-up to the Human Resources Generalist for payroll.</li> <li>i) Authorizes and issues employee advance travel requests; reviews and balances employee travel reconciliations; authorizes travel fund reimbursements;</li> <li>j) Administers employee cafeteria plan; audits Section 125 compliance; deposits employee contributions; issues qualifying reimbursements; monthly, balances cafeteria plan checking account.</li> <li>k) Monitors all fund balances monthly, quarterly, and annually; makes budget amendment recommendations; drafts budget amendment ordinances; makes appropriate fund transfers, changes, etc. in conjunction with budget amendments.</li> <li>l) Reviews monthly financial reports for accuracy; makes appropriate line item adjustments.</li> <li>m) Submits annual financial statements to City Council, Department Heads, and State Auditor's Office within mandated deadline.</li> <li>n) Submits quarterly and annual state and federal tax reports.</li> </ul> <p><b>4) Chief Financial Officer</b></p> <ul style="list-style-type: none"> <li>a) Responsible for daily banking activities such as warrant redemptions; daily deposits.</li> <li>b) Issues Treasurer's receipts to City departments to reconcile daily receipts.</li> <li>c) Responsible for investment activities; initiates wire transfers to/from Local Government Investment Pool; maintains compensating balances.</li> <li>d) Administers state and federal grants and/or coordinates with departments.</li> <li>e) Administers City's voted and/or non-voted long term debt; responsible for bond accounting and debt service; makes City's bi-annual bond payments.</li> <li>f) Responsible for monitoring and clearing of postage meter.</li> <li>g) Balances, and journals all revenues including tax receipts, grant reimbursements, investment receipts; travel fund receipts, cafeteria plan receipts, and daily receipts from various city departments.</li> <li>h) Balances and journals payroll into accounting system.</li> <li>i) Balances and journals claims vouchers into accounting system.</li> <li>j) Posts, balances, and journals redemptions, bank charges, investment sales and purchases, debt service payments, etc into accounting system.</li> <li>k) Reviews and clears outstanding check report.</li> <li>l) Reviews and balances monthly vendor report.</li> <li>m) Reviews, clears, and balances outstanding warrant reports; research voided/canceled warrants as necessary; issue lost/destroyed warrant affidavits as necessary; authorize re-issuance of lost/destroyed warrants.</li> <li>n) Reviews and balances cash activity reports.</li> <li>o) Reviews and balances investment activity reports.</li> <li>p) Prints and proofs final monthly and annual (year-to-date) reports.</li> <li>q) Prepares monthly financial reports for distribution to the Mayor, City Council and Department Heads.</li> </ul> <p><b>5) Annual Budget and Annual Financial Plan (Annual Budget &amp; Five-Year Cash Flow)</b></p> <ul style="list-style-type: none"> <li>a) Responsible for the planning and preparation of the City's annual budget.</li> <li>b) As a member of the City's Budget Committee, plan, manage and provide informational support for the Committee's activities throughout the year.</li> <li>c) Provide year-to-date information and department budget worksheets to Department Heads to assist with budget preparation.</li> <li>d) Calculate anticipated year-end revenues and expenditures to accurately forecast beginning fund balances for the next year's budget.</li> <li>e) Forecasts anticipated revenues for the next budget year based on current and anticipated trends.</li> </ul>
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	<p>a) Communicates with citizens and civic groups on financial issues and activities.</p> <p>11) Duties Assigned by Mayor</p> <p>a) Performs other related duties as assigned by the Mayor. Examples include: providing advice and counsel to the Mayor; implementing the Mayor's directives; making presentations to the City Council; working with other departments on matters of mutual concern; communicating programs and policies to department staff; and assisting with special projects.</p>
<b>Critical Skills:</b>	<ol style="list-style-type: none"> <li>1. A thorough knowledge of the principles and practices of auditing and accounting</li> <li>2. A thorough knowledge of applicable federal, State and local laws, regulations, policies and procedures.</li> <li>3. Proficiency with Microsoft Word, Microsoft Excel, and Microsoft Outlook</li> <li>4. Proficiency with City's accounting software, Applications Software Programs</li> <li>5. Proficiency with 10-key calculator</li> <li>6. Ability to plan, organize, and prioritize job responsibilities for deadlines.</li> <li>7. Attention to detail and accuracy.</li> <li>8. Ability to work alone and under pressure of deadlines.</li> <li>9. Ability to read, analyze, and interpret financial reports, investment and bonding documents, etc. for revenue forecasting, and fund balance monitoring.</li> <li>10. Ability to effectively present financial and miscellaneous information in verbal and written presentations to City Council, Department Heads, and general public.</li> <li>11. Ability to answer financial public disclosure requests.</li> <li>12. Ability to work with mathematical concepts such as probability and statistical inference.</li> <li>13. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> <li>14. Ability to create budgeting formulas using percentages and ratios.</li> <li>15. The ability to communicate effectively, to conduct formal or informal meetings, and to make presentations both orally and in writing.</li> <li>16. The ability to work effectively with diverse groups and individuals, including auditors, special districts and agencies, appointed officials, city staff and citizens of the community.</li> </ol>
<b>Physical Requirements:</b>	<ol style="list-style-type: none"> <li>1. Finger Dexterity- Repetitive wrist, hand and/or finger movement.</li> <li>2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly.</li> <li>3. Average Hearing- Able to hear average or normal conversations and receive ordinary information.</li> <li>4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents.</li> <li>5. Physical Strength <ol style="list-style-type: none"> <li>a. Typically sitting at a desk or table.</li> <li>b. Occasional lifting under 25 pounds.</li> </ol> </li> </ol> <p>Occasional standing for more than 30 minutes at a time.</p>
<b>Mental Activities:</b>	<ol style="list-style-type: none"> <li>1. Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables.</li> <li>2. Mathematics Ability- Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.</li> <li>3. Language Ability <ol style="list-style-type: none"> <li>a. Ability to use vocabulary of 5,000 to 6,000 words</li> <li>b. Able to read at a high level.</li> <li>c. Able to define and understand unfamiliar words.</li> <li>d. Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.</li> </ol> </li> </ol>
<b>Minimum Education and Experience:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (B. A.) in Finance, Accounting, Economics, Business Administration or a closely related field; plus, five (5) years of progressively responsible government accounting experience including accounting systems and financial reporting</li> </ul>

Treasurer

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<b>Required licenses/certificates</b>	<ul style="list-style-type: none"> <li>• A valid Washington State Driver's License.</li> </ul>
<b>Equipment:</b>	Office equipment.
<b>Accommodation:</b>	In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.
<b>Disclaimer:</b>	The City intends the above statements to describe the general nature and level of work performed by a Treasurer/Finance Director. These statements are not intended to be an exhaustive list of all job duties performed by a Treasurer/Finance Director. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Employee

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Mayor Steven C. Lacy