



POSITION ANNOUNCEMENT

Finance Assistant I

CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321

360-829-1921 ♦ Fax 360-829-2659 ♦ <http://www.cityofbuckley.com/>

Recruitment Announcement – Job 09-23

City of Buckley – Finance Assistant I*

**This position's main role will be Utility Billing and serve as backup to other functions/duties listed in job description.*

The City of Buckley is requesting letters of intent/interest and statement(s) of qualification for the position of Finance Assistant I

2023 Salary Range **\$4,746 - \$5,913**/Month. This position is a full-time, Fair Labor Standards Act, non-exempt position. Under the direction of the City Finance Director this position performs responsible, paraprofessional-level accounting duties including the preparation and maintenance of accounting records involving complex sets of accounts, and analyze, research, and reconcile records and reports to assure accuracy and completeness. More specifically, this position is responsible for tasks assigned relating to the following areas: accounts payable, accounts receivable, utility billing, General Ledger maintenance, fixed asset inventory, customer service, and month-end financial closeout and reporting.

Essential Function:

Accounts Payable and Purchasing

- Process Accounts Payable by reconciling purchase orders and invoices, assuring proper approvals, assuring proper BARS account codes, and assuring compliance with City purchasing policies and procedures
- Administer the City's purchasing credit card program
- Provide purchasing assistance to department staff regarding purchasing methods and compliance with state, local and City purchasing rules
- Maintain up-to-date and accurate vendor database
- Process annual 1099 tax forms

Accounts Receivable/Contracts & Leases Administration

- Process monthly and quarterly accounts receivable invoices for City contracts, leases, and private development-related reimbursable services; monitor payments; and follow up on outstanding invoices

- Invoice for special event related charges
- Maintain contract/lease files and monitor for compliance with contract terms and state laws and City code
- Prepare quarterly Leasehold Excise Tax return

Utility Billing

- Responsible for assuring effective and efficient utility billing operations, productivity, and system accuracy
- Conduct and monitor data transfer between the computer and the ASP Juniper handheld computer meter reading system
- Maintain meter route status in the ASP Juniper system, make changes as necessary on meter routes, and generate monthly meter reading reports for service activity. Coordinate monthly with the Meter Reader on changes in routes and service problems.
- Prepare and process monthly customer utility billing runs. Edit, correct, and approve meter reading route changes in the computer system. Audit all utility billing information, reports, and computer runs for accuracy and make necessary adjustments and corrections.
- Maintain utility accounts for new accounts, closing accounts, and adjustments
- Maintain procedures for utility bills, delinquent billing reminders, and service disconnects
- Maintain annual and monthly activity reports of bills, reminder notices, turn-on and turn-off for service and other utility billing activity
- Maintain and update master and control files for the utility billing computer module

Month End Close-Out

- Receipt monthly Court check remittance
- In conjunction with the Finance Director, perform procedures to close out the fiscal period including, but not limited to:
 - Process monthly and quarterly journal entry transfers
 - Post Court revenue and expenses
 - Ensure all direct deposit receipts and electronic withdrawals are posted to the financial system
 - Process for payment monthly pass-through revenues to other State and local government agencies
 - Provide expenditure and revenue reports to departments

Other Duties

- In coordination with the Deputy City Clerk, prepare and/or verify daily deposits; run deposit register reports; and maintain check register spreadsheet
- Maintain inventory of all fixed assets and coordination of attractive assets with the City Clerk and conduct a physical inventory annually
- Prepare Claims/Payroll Voucher reports for Council packets
- Maintain General Ledger by troubleshooting and researching perceived or actual anomalies
- Prepare and submit monthly Excise Tax return
- Prepare and submit annual Lodging Tax report
- Prepare and submit annual Unclaimed Property report

- Back up to Payroll function
- Back up to Passport processing function
- Provide administrative back-up support and coverage during absences and vacations, including answering the telephone and front counter customer service
- Assist the Finance Director in other areas as necessary
- Perform other tasks as assigned

Demonstrated Knowledge of:

- Knowledge of municipal administration, City laws and operations
- Knowledge of accounts payable process and procedures
- Knowledge of municipal accounting practices and procedures, including BARS accounting
- Knowledge of modern office principles, practices, and techniques
- Knowledge of business English, math, composition, spelling, grammar, and punctuation at an advanced level

Ability to:

- Ability to apply accounting and financial record-keeping principles to the maintenance of fiscal and accounting records
- Ability to analyze complex office problems and develop and implement sound solutions
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed
- Ability to respond politely and professionally to multiple and overlapping requests from the public and other departments that conflict with looming deadlines
- Ability to work independently on multiple tasks and cope appropriately with interruptions
- Ability to establish and maintain effective working relationships with other employees, officials, community groups, and the public
- Ability to learn assigned administrative tasks readily within a reasonable training period, and to adhere to prescribed routines
- Ability to perform assignments in a coordinated and organized fashion and to effectively manage time
- Ability to make independent decisions
- Ability to operate a personal computer, standard office equipment and use word processing, spreadsheet, database, and other software as required
- Ability to provide excellent customer service by using a friendly, professional, and customer orientated approach to a wide variety of customers, including in-person, written and oral communications.

Education and/or Experience Required: Associate degree in accounting, finance, or a related business area and four years of administrative experience in municipal financial management; or any combination of education and experience (minimum 4 years) which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Must possess or obtain a valid Washington State Driver's license. Must also possess or obtain within 6 months of hire a Notary Public License and Passport Certification.

Application Process & Deadlines: To apply for this position, please submit:

- A letter of intent/interest stating that you meet the selection factors (three pages maximum).
- Resume, and
- A City of Buckley Employment Application by 5:00 PM on June 1, 2023.

You must submit your application packet (electronic preferred) to:

Attention: Treva Percival
Finance Assistant I
Mailing Address: PO Box 1960
Buckley, WA 98321
Email: tpercival@cityofbuckley.com

Download applications on our website on the employment page at <http://www.cityofbuckley.com> or request one by mail at P.O. Box 1960, Buckley, 98321, or stop by City Hall, 933 Main Street.

Equal Opportunity Employer: The City of Buckley is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.

Persons with a disability who need assistance in the application process, or those needing a job announcement in another format may call (360) 829-1921 or email tpercival@cityofbuckley.com. In compliance with the Americans with Disabilities Act (ADA), the City of Buckley will provide reasonable accommodations for testing to applicants with disabilities, if requested. A written request that includes the accommodation needed is required at time of application.