



CITY OF BONNERS FERRY

7232 Main Street
 P.O. Box 149
 Bonners Ferry, Idaho 83805
 Phone: 208-267-3105 Fax: 208-267-4375

JOB ANNOUNCEMENT: CITY CLERK / TREASURER POSITION- APPOINTED

SALARY:	\$55,000.00-70,000.00, DOE
STATUS:	EXEMPT
DIRECT SUPERVISOR	TBD
OPENING DATE:	February 1, 2023
CLOSING DATE:	Continuous- Opened Until Filled

JOB SUMMARY:

The City of Bonners Ferry is accepting applications for the Clerk/Treasurer position. This is a salaried, full-time position with benefits. Position is open until filled. First review of applications will take place the week of March 6, 2023. The City Clerk / Treasurer is an appointed position with the city, which means the Mayor will recommended the qualified applicant to the City Council for appointment.

This position is responsible for the daily administration, operation of the City and coordination of all City affairs in accordance with statutes and directives from Council, Mayor or City Administrator. The City Clerk-Treasurer performs high-level accounting duties in the maintenance and control of municipal finance operations, including budget preparation, receipts and disbursements, insurance, payroll, taxes, investments, and the preparation of related financial reports, and oversees accounting of city enterprise funds.

The position requires knowledge of generally accepted accounting principles in establishing and maintaining proper internal controls, preparation of financial statements, budgets, federal and state reports, and other financial records as required by statute, ordinance, or contract. The clerk-treasurer must have a strong working knowledge of clerical principles and practices in maintaining legal records and documents, to establish and maintain a complex records system for a large volume of governmental paperwork. The clerk-treasurer must be able to establish effective working relationships with other employees and the public and to make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures. The clerk-treasurer must have the background and managerial experience to effectively supervise several employees.

An associate degree is required, and a bachelor's degree is preferred. One to three years of experience in administrative capacity or financial/accounting position for a small to medium size organization is required or the same experience with a government entity is preferred.

The selected candidate will be able to demonstrate a high level of proficiency in accounting, accounting principles and working knowledge of municipal finance and budgeting.

EXAMPLES OF DUTIES

1. Directly supervises the deputy clerks and other assigned members of the office staff and administers the "Personnel Policy" for the City of Bonners Ferry.
2. Prepares monthly, quarterly, and yearend financial statements as required by law or contract.
3. Prepares preliminary budgets for council consideration and final drafts after council approval in accordance with state law.
4. Ensures proper receipts for funds received by the city and maintenance of adequate records for those transactions.
5. Ensures timely payment of bills after proper coordination with city administrator and council members.
6. Maintains adequate internal controls as required by generally accepted accounting principles.
7. Coordinates and manages utility billing.
8. Invests surplus funds as allowed by codes and ordinances.
9. Ensures accurate and timely issuance of city payroll, payroll reports, and associated documentation for accrued leave and other employee benefits.
10. Ensures preparation of council agendas and associated documentation and background materials. Notifies affected persons of meeting and provides proper meeting notification.
11. Ensures proper recording of council proceedings via recordings and subsequent published minutes.
12. Ensures maintenance of meeting minutes and city ordinances. Catalogs and files minutes, ordinances, correspondence, and other city records. Responsible for records retention and control as required by state code.
13. Issues licenses.
14. Performs election registration and election related functions as prescribed by state law.
15. Manages the city drug and urinalysis testing program.
16. Complies with all Idaho Codes and statutes relating to the title of City Clerk and Treasurer.
17. Other duties as assigned.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Education and Experience:

- An associate degree in accounting or a closely related discipline is required.
- One to three years of experience in administrative capacity or financial/accounting position for a small to medium size organization is required or equivalent experience.

Preferred Skills and/or Education

The following skills or education is preferred, but not required.

- A Certified Public Accountant (CPA)
- Master's In public administration

- Four (4) Year Bachelor's Degree
- One to three years of experience with a government entity

Use of, and extensive knowledge of computer systems for both accounting and word processing is required.

COMPETITIVE BENEFIT PACKAGE

Along with competitive wages, the city offers a competitive benefit package to all full-time employees. It includes the following:

- Medical benefits to the employee and employee immediate family with a contribution amount of 10% by the employee.
- Member of the Public Employee Retirement System of Idaho.
- Paid Time Off accrual of 176 hours per year; maximum 264 hours overall.
- Opportunity to accrue sick bank time.
- Eleven paid holidays.