

## **Job Description**

The City of Entiat is accepting applications for the full/part time position of City Clerk/Treasurer.

This position is responsible for all clerical and financial duties for the City. The City Clerk/Treasurer attends, records, and produces meeting minutes for all Council Meetings; prepares agendas and packets. The City Clerk/Treasurer is the custodian of all City records and responsible for all public records requests. Financial duties include all financial accounting and associated reports, annual financial report preparation, annual budget preparation, banking, investments, and payroll.

A four-year degree is preferred. Five or more years of secretarial/administrative/financial experience in municipal government is preferred. A combination of equivalent experience and education may be considered. Experience with Washington State BARS Accounting preferred. Experience with Vision Municipal Solutions accounting software is preferred. Good working knowledge of MSWord, MSEXcel required.

Minimum full-time starting Salary of \$4,500 per month. Send resume and cover letter to: [jalt@entiatwa.us](mailto:jalt@entiatwa.us) or City of Entiat, Attention Mayor John Alt 14070 Kinzel Street, P O Box 228, Entiat, Washington.

Application deadline January 15<sup>th</sup> 2019.

Job Type: Full-time or Part time DOE