



CITY OF NEWPORT, WASHINGTON

To: Newport Miner

From: Nickole North

Fax: (509)447-9222

Pages: 1

Phone:

Date: 8/9/2018

Re: Job Advertisement

CC:

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Please run the following job ad in the August 15, 2018 Newport Miner. Please include the City logo. Send a bill to the City of Newport, 200 S. Washington Avenue., Newport, WA 99156.

ACCOUNTING CLERK City of Newport, Washington

This position is responsible for the accounts receivable, receptionist and utility billing functions.

Annual Beginning Salary: \$36,648 plus excellent benefits. Please contact Newport City Hall, 200 S. Washington Avenue or (509) 447-5611 for an application packet or apply online at newport-wa.org. First review: August 21, 2018 (open until filled). (EOE)

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Address	Number	Street	City
		State	Zip Code
Telephone Number(s)		Social Security Number (voluntary)	

Best time to contact you at home is: : ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No
 If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/ traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number

City of Newport Job Description

Job Title: Accounting Clerk
Department: Accounts Receivable
Reports To: Clerk / Treasurer
FLSA Status: Non-Exempt
Revised Date: February 9, 2018

SUMMARY:

This position is responsible for the accounts receivable, receptionist and utility billing functions. The Accounting Clerk keeps accounting records and compiles information requested by customers and/or others by performing the following duties:

- Verifies the daily deposit and responsible for taking deposits to the bank.
- Promptly wait on and/or collect money from customers for water and sewer payments, dog licenses, traffic tickets, selling of city maps and answer questions in a friendly, professional manner.
- Responsible for answering phone in administrative area in absence of Deputy Clerk/Treasurer and City Clerk/Treasurer.
- Interviews customers and others in person or by telephone to answer inquiries and complaints pertaining to bills and accounts.
- Primarily responsible for all duties related to water/sewer accounts including assisting customers with their bills, posting payments, processing final bills, refunding overpayments, arranging payment plans, preparing door notices, creating and finalizing service orders, and preparing and processing lien notices on unpaid accounts.
- Prepares monthly well reports to send to Department of Health using the daily reports provided by the Water Operator.
- Prepare and process monthly invoices for services for all departments of the City.
- Keeps records and prepares annual reminder letters for the Backflow Prevention Devices as directed by Washington State Law.
- Performs monthly reconciliation of treasurer's checking account.
- Prepares necessary schedule worksheets for the review of the City Clerk/Treasurer for annual report.

- Prepares yearly billings for amusement licenses and other special permits and licenses as needed.
- Works with City Clerk/Treasurer on the issuance and processing of the temporarily business licenses.
- Gathers information regarding rental of city parks or other facilities. Collects payment for rental and finalizes reservation applications. Reserves days and events ensuring that double booking does not occur.
- Responsible for maintaining the city vault files, preparing folders and cross reference system for all documents including ordinances, minutes, agreements, resolutions, deeds, vehicle licenses and bonds. Upon requests by City Departments, researches documents for required information and/or furnishes copies of agreements or other documents.
- Responsible for maintenance of the Newport Municipal Code Book, coordinating with Code Publishing Company for annual codification of ordinances adopted by the City Council. Maintains distribution list for additional supplements to Mayor, Council, City Administrator, Department Heads and other staff.
- Properly advertise and record appropriate records, ordinances and resolutions along with the City Clerk/Treasurer.
- Maintains all contracts and board and commission memberships entered into by or with the City, notifies the City Clerk when a contract or membership expiration date approaches so it can be reviewed, renewed or canceled.
- Acts as the secretary for the Planning Commission and Board of Adjustment. Prepares and advertises meeting agendas, minutes, legal notices, and public hearings as directed by the Building Department Official.
- Coordinates with Building Inspector on new construction for water and sewer connection fees.
- Provides clerical support and filing for the Building Inspector, Code Enforcement Officer and any other staff members needing assistance.
- Prepares log of all dog licenses per year and distributes a current copy to the Animal Control Officer, the front office and Pend Oreille County Dispatch.
- Reviews parking infractions for payments. If payment is not made, sends letter to citizen then to collection agency if needed.
- Weighs, certifies, processes and delivers mail. Opens, separates, and distributes mail to proper individuals daily.
- Posts all Interfund Transfers and investments purchased and sold after the approval of the City Clerk/Treasurer.

- Responsible for issuance of city credit cards and fuel cards.
- Responsible for updating and maintaining the Small Works Roster and Vendor List, making sure the city is in compliance.
- Keeps copy machine and postage machine in working order. Promptly notifies service representative to schedule repairs when machine fails to work properly. Fills copy machine with paper as needed. Monitors prepaid postage account.
- Orders office supplies and keeps supply cupboards neat and organized.
- Sets up and maintains accurate system for logging keys to ensure security for City property. Issues City keys and tracks keys. Ensures keys are collected from employees terminating employment.
- Sets up all new equipment with inventory tags and keeps records updated on all inventory for all departments. Provides updated lists of inventory to each department once a year for annual check. Provides finalized lists of inventory to the City Council once a year for review.
- Maintains service records on all city equipment and vehicles. Informs the Public Works Director when a piece of equipment or vehicle needs servicing.
- Processes and prepares documents reference the Housing Rehabilitation program and maintaining the files.
- Downloads Department of Revenue sales tax reports for review by the City Clerk/Treasurer.
- Prepare invoices for monthly false alarms which are provided by the Newport Police Department and/or the Pend Oreille County Sheriff's Office.
- Works closely with City Administration on grant writing and other duties.
- Perform other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.