

RESOLUTION NO. 3241

RESOLUTION RECLASSIFYING THE PART-TIME OFFICE ASSISTANT
POSITION TO A NEW POSITION OF FINANCIAL SPECIALIST, APPROVING A
NEW JOB DESCRIPTION FOR THE POSITION, AND SETTING A WAGE RANGE
FOR THE POSITION

WHEREAS, the City is committed to cultivating and maintaining a professional, competent, and inclusive workforce; and


WHEREAS, to ensure the continuation of such a workforce and to continue to best serve the interests of residents, the City desires to reclassify the Part-Time Office Assistant Position to a new label of Financial Specialist, to establish a new job description for the position, and to set a wage range for the position.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: (1) that the Part-Time Office Assistant Position is reclassified to a new position of Financial Specialist; (2) that the written job description for such position is approved in the form appended hereto; and (3) that the wage range for the position is set as stated in the written items appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of September 2025.


Roger Bell, Mayor

ATTEST:


Courtney McGarity, City Clerk

APPROVED AS TO FORM:


Rob Case, City Attorney



City of Selah

Job Description: City Hall Financial Specialist

This job description is intended to present a descriptive, non-exhaustive list of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily.

Department: Finance (City Hall)	Classifications: Permanent; Non-Exempt; Part-Time; At-Will; and Non-Union
Hourly Pay Range: \$22.51 - \$30.01 gross. (Specific wage will be set by the Mayor.) (Rate may be increased after 6 months and/or at the turn of each calendar year.)	
Benefits: Accrual of paid sick leave; may be eligible to participate in Pers-2 retirement program. (Any other benefits will be per the Mayor's decision.)	

Summary of Position

This is contemplated to be a part-time position, with hours typically not exceeding 30 per work week. Performs routine and special clerical, bookkeeping, accounting and administrative work – mostly be using computer programs. This is a general customer service position, a payroll position, an accounts payable/receivable position, a general finance position, and a utility billing/payment position – all in one.

Supervision and Direction to be Received and Exercised

Receives directions from the Finance Director. Works with limited supervision. Works collaboratively with other employees and covers during their absences, including the Payroll and Accounts Payable Specialist and the Utility Billing Specialist.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

Customer Service

1. Answers telephone calls and responds to emails; routes when appropriate.
2. Interacts with walk-in customers and citizens; handles finance-related complaints.
3. Receives and processes (cash, check and credit card) utility payments.

Payroll

4. Compiles and reconciles payroll data from employee timesheets and enters it into computer programs, including hours worked, leave accruals and usage, and withholdings/deductions.
5. Updates information that impacts wages or salary, including tax exemptions, raises and transfers.
6. Answers employee questions about payroll.

Accounts Payable/Receivable

7. Processes invoices received, verifies budgetary account codes, and prepares for payment.
8. Calculates and enters the prorating of expenses between City departments.
9. Issues invoices to third-parties, in coordination with City department directors.

General Finance

10. Prepares claims and/or warrants, for presentation to City Council for approval.
11. Enters expenditure data on ledgers, control sheets, vouchers, and other accounting records.
12. Assists in reconciling general ledger in computer programs.
13. Prepares periodic financial, statistical or operational reports as assigned.

Utility Billing/Payment

14. Compiles and reconciles utility data (water, sewer and garbage) for monthly City-issued invoices to customers.
15. Receives and processes payments from customers; creates new customer accounts.
16. Issues late notices and collection notices.
17. Collaborates with Public Works Department on “shut offs” when customers are delinquent.

Peripheral Duties

1. Provides clerical support to other City Hall employees.
2. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
3. Helps administer payroll-related benefit programs such as health insurance, retirement, etc.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and software programs; also requires frequent use of telephone, photocopy machine and fax machine.

Position-Specific Qualifications

The following position-specific qualifications are required:

1. High school diploma or GED.
2. Valid Washington state driver's license (within two months of accepting employment).
3. Ability to type 30 words per minute (WPM).
4. Regular attendance and consistent performance.
5. Two (2) years of progressively-significant work history.

Essential Skills/Abilities

A successful employee in this position will possess (or develop) the following skills/abilities:

1. Ability to maintain professional decorum.
2. Reading, writing/typing and speaking the English language.
3. Explaining facts and concepts to customers.
4. Attention to detail and consistent accuracy.
5. General mathematical and arithmetic competency; this job requires working with numbers.
6. Maintaining confidentiality – of City data, employee data and customer data.
7. Ability to work as a team member.
8. Energetic persistence; the workflow is constant and there is seldom any “down” time.

Working Conditions

- Reasonable accommodation(s) will be granted due to documented or perceived disabilities or limitations that, absent such accommodation, would impede an applicant's or employee's performance.
- The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for publication:

Mayor, Roger Bell

Date

I have read this job description, understand the recited functions and duties, and acknowledge that the position is an at-will position.

Employee Signature

Date