



City of Kalama

Incorporated 1890

Position Description

Position Title:	Accounting- Building & Planning Clerk	Last Revised:	6/11/2019
Position Status:	Regular Full-Time	FLSA:	Non-exempt
Department:	Finance/Administration	Union	Union
Supervisor:	Clerk/Treasurer/City Administrator	Monthly Salary Range	\$3792-4266

Position Overview

- This is a support position for the Building – Planning and Finance/Utility Departments of the City, with the ability to advance into other areas as the department needs.
- In support of building & planning department functions will be responsible for communicating building and planning information, code requirements, and polices to the public, including the processing of building and planning permit applications. Once trained the expectation is the individual can process building and planning applications, including all notification requirements and publications.
- In support of the accounting and clerical work within the Finance department may perform accounting functions related to any of the following: utility billing, accounts payable, payroll, and other accounting, clerical, and record-keeping functions. Once trained the expectation is the individual will be able to backup current staff in processing utility billing, accounts payables or receivables, licensing or payroll.

Essential Duties and Responsibilities:

- Must be able to perform all assigned work efficiently and accurately, work independently, following all procedures and policies adopted by the City.
- Assist public in person and by telephone; respond to inquiries in a courteous manner, providing information within scope of knowledge and authority and refer to higher classification employee as applicable.
- Distribute building permit information; Accept permit applications and review them for completeness and compliance
- Answers questions about building codes and provides copies of plans, maps and other documents to customers
- Coordinates, schedules and tracks building inspections.
- Maintain records of permits issued and to be issued, and plans that require corrections.
- Perform a variety of clerical duties, including typing, filing, posting, word processing, and data entry.
- Process applications for City Business Licenses and Dog Licenses
- Processes utility accounts for adjustments, monitors payments and tracks delinquent accounts.
- Additional accounting functions in Accounts Payable, Accounts Receivable or Payroll may also be performed.
- Front office reception and acts as cashier collecting payments
- Balance of daily cash receipts.
- Assists the public by checking routine records and files for requested information.
- Social Media and Website maintenance – communication
- Assists in the maintenance of records and files.
- Sorts and processes mail for all departments
- Provides notary services to the public.
- Performs other duties as required by designated supervisor.
- Duties of this position include but are not limited to those listed or referenced herein.

Working Conditions & Physical Demands

Job requires sitting for long periods, typing, computer knowledge, writing, listening and talking. Must be able to bend, turn, lift, pull, walk, and stand. Must be able to perform field inspections which may include walking, climbing, bending, and exposure to inclement weather.

Wages & Benefits

Starting salary will be based on the current union contract salary schedule and qualifications at the time of hire. Current entry level salary is \$3792.00. Current bargaining agreement is with Teamsters Local 58.

City provides full-family medical coverage (employer/employee paid), State PERS retirement (employee/employer contributions), VEBA – HRA benefit (employee/employer contributions), employee life insurance (employer paid) and offers a differed compensation plan to all full-time employees.

Qualifications

- Must be a team player, willing to provide assistance and function in all areas of Finance Department as needed.
- Skills in operating office tools, computers, and office equipment. Knowledge of computerized accounting systems and spreadsheets.
- Requires excellent writing and grammar skills, with the ability to communicate effectively, verbally and in writing.
- Requires strong organizational skills with the ability to multi-task and manage time efficiently.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carryout oral and written instructions
- Ability to learn assigned duties within a reasonable training period and to adhere to prescribed routines
- Needs to exercise discretion regarding confidential information.

Education & Experience

High School/GED equivalent. Two-year degree in accounting, business, or land-use/construction discipline required. Bachelor's Degree preferred. Must have a minimum of two (2) years of responsible business and professional customer service experience in the workplace. Construction experience and/or knowledge of building codes a plus. Will consider any combination of education and experience which would demonstrate the ability to perform the work. Must be able to obtain Notary within one year of employment and Building Technician certification within two years of employment.

The statement contained herein reflects general details as necessary to describe the principal function of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered all-inclusive as to work that may be assigned.

City of Kalama is an equal opportunity employer- We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.