

JOB ANNOUNCEMENT

TOWN OF WEST YELLOWSTONE

Position: **Deputy Town Clerk**

The Town of West Yellowstone is seeking applicants for a regular, full time Deputy Town Clerk/Utility/Accounts Receivable Clerk. This position performs accounting duties under general supervision of the Finance Administrator.

Wage: \$ 15.21 per hour (+ \$1.00/hr. after 6-month probation)

Benefits include: Vacation, Sick Leave, Paid Holidays, 75% contribution for family health/dental/vision coverage, and participation in the Montana Public Employees Retirement System-PERS.)

The Town Council has enacted a Drug and Alcohol Free Workplace Policy. This policy includes pre-employment, random and for cause drug and alcohol testing. A copy of this policy is available for review at the Town Office.

For application form, detailed position description and qualifications contact Lanie Gospodarek, Finance Director, 440 Yellowstone Ave/Box 1570, West Yellowstone MT 59758/406-646-7795. Application materials are also available online at or www.townofwestyellowstone.com.

All applications must be submitted to the West Yellowstone Town Office by close of the business (5:00 p.m.) Monday, October 24, 2016. Applications delivered by mail must be mailed early enough to allow for mail service delivery by the closing date. Applications that are incomplete or unsigned as of the closing date will not be considered in the selection process. Women, minorities and individuals with disabilities are encouraged to apply. Town is an EEO/ADA employer.

All applicants are encouraged to read the full position description for other responsibilities and essential functions. This is a regular, full time position. Selected applicants must successfully complete a six-month probationary period. Positions are contingent upon annual budgetary consideration by the Town Council.

Application procedure

Please provide the following:

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application (www.townofwestyellowstone.com) .
3. A current resume.

Submit to:

West Yellowstone Town Office
PO Box 1570
West Yellowstone MT 59758
(406) 646-7795

The Town of West Yellowstone is an Equal Opportunity Employer.

TOWN OF WEST YELLOWSTONE
August 2016

POSITION: Deputy Town Clerk /Accounting Clerk

DEPARTMENT: Financial Administration

ACCOUNTABLE TO: Financial Administrator

STATUS: Regular Full-time, Union

PRIMARY OBJECTIVE OF POSITION:

Under general supervision of the Financial Administrator, performs routine staff support duties, accounting and bookkeeping functions for accounts receivable and utilities, assists in maintenance and preservation of town records and provides information to citizens about Town functions and activities.

JOB CHARACTERISTICS:

Nature of Work: Position provides record keeping, general accounting and information dissemination for the Town.

Personal Contacts: Frequent contact with fellow employees, and citizens

Supervision Received: Financial Administrator.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of job characteristic is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 25 pounds. Position requires knowledge and use of typical office equipment including telephone, personal computer copier/scanner. Position requires substantial contact with citizens and fellow employees. Position may require travel to other sites for specialized training.

TYPICAL DUTIES AND RESPONSIBILITIES:

Maintains accounts receivable and utility billings records; generates bills for payment; prepares accounts payable checks; posts payments and issues receipts; prepares deposits; responds to inquiries about billings; handles collections; enters billing data into computer, updates address and ownership changes; balances and adjusts accounts; assists with payroll functions; updates computer database; and performs the Town's website design and maintenance;

Receives, deposits and charts resort tax payments and TBID collections; maintains resort business bond payments; prepares delinquent account roster; pursues delinquent payments and issues delinquency notices; works with Public Services department on utility issues, utility shutoffs and meter readings; works with other billing and collection agencies to coordinate and ensure payment. Will issue Business Licenses and maintain Cemetery deeds and databases.

Assists the Town Clerk and Financial Administrator in maintaining the Town filing system; assists in managing town records and documents; updates records retention schedules and maintains records according to schedule; retrieves town document; assists in maintaining inventory of documents.

Performs reception duties; responds to information requests from citizens, other employees and agencies; prepares miscellaneous documents and records; provides staff support functions for Finance and Administration office; in the absence of the Town Clerk, posts agendas, delivers council meeting packets, and attends Town Council meetings; performs other duties as assigned.

Provides administrative assistance to the Town Manager as needed.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to High School Diploma or GED equivalent; plus, one-year experience with computers, basic accounting, and customer relations. Associates Degree in office procedures or related field is preferred. Must achieve and maintain status as a notary public within six (6) months of appointment. Shall become a Certified Municipal Clerk within (5) years. Must be insurable under terms of Town's insurance policy.

JOB PERFORMANCE STANDARDS:

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of the Montana Code Annotated and Town ordinances;
- Knowledge of Town policies and procedures;
- Knowledge of Town budget and budgeting process;
- Knowledge of billing processes and procedures;
- Knowledge of filing and record keeping systems;
- Knowledge of basic bookkeeping and accounting procedures;
- Knowledge of statutory requirements for record storage and retention;
- Knowledge of bookkeeping, accounting, and office procedures;
- Skills in the use of calculators, telephones and common office machines;
- Demonstrated ability to understand and operate computer systems and related software, including word processing, spreadsheet and utility billing programs;
- Ability to accurately record and transcribe meeting minutes;
- Ability to communicate effectively orally and in writing;
- Ability to follow verbal and written instructions;
- Ability to accurately record and enter data;
- Ability to establish effective working relationships with fellow employees, supervisors, and citizens.

West Yellowstone Star

Deputy Town Clerk, full time. (\$15.21/hr. + benefits package) Located next to Yellowstone National Park, West Yellowstone is visited by more than 1 million visitors each year. This position performs duties in Finance Department under the general supervision of the Finance Administrator. For application form, detailed position description and qualifications contact West Yellowstone Town Office, 440 Yellowstone Ave/Box 1570, West Yellowstone MT 59758/406-646-7795. Application materials are also available online at www.townofwestyellowstone.com.

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Publish:

Thursday, October 6, 2016
Thursday, October 13, 2016
Thursday, October 20, 2016

Bill:

Town of West Yellowstone
Attn: Finance Department
PO Box 1570
West Yellowstone MT 59758

Contact:

Dan Sabolsky
Town Manager
406-646-7795
406-646-7511 (Fax)