



DEFINTION

The primary duty of the Finance Clerk/Deputy City Clerk is to provide accounting and administrative support for City staff, City Council, and the public. Under the direction of the City Manager, the Finance Clerk/Deputy City Clerk participates in carrying out essential city responsibilities related to Finance as well as assisting the City Manager with human resources and personnel policies. The Finance Clerk/Deputy City Clerk also acts on behalf of the City Clerk and may assist in City Clerk functions when needed. The Finance Clerk/Deputy City Clerk assists in serving the public at the front counter of City Hall, as well as answering phone calls throughout the day. The Finance Clerk/Deputy City Clerk fills multiple roles for the City of Ferndale and will be expected to perform related duties as assigned by the City Manager.

DUTIES (included but not limited to)

- ◆ Assists City Manager with various administrative tasks, often of a confidential nature.
- ◆ Serves as financial officer and does payroll, AP/AR and financial record keeping in accordance with federal, state and local statutory requirements.
- ◆ Assists in the implementation and evaluation of policies and procedures for the financial and accounting functions to ensure accuracy, completeness, and timeliness of financial data, records and reports in accordance with GAAP
- ◆ Develops and provides accounting guidelines and information for budget preparation, compiles departmental budgets, and recommends the overall budget for review and approval by the City Administrator and City Council.
- ◆ Prepares budget amendments as needed for approval by council.
- ◆ Coordinates audit preparation and annual audit with the City's independent auditors; review and issue Annual Financial Report.
- ◆ Establishes, maintains, and indexes personnel and financial files for the City.
- ◆ Assists City Manager with Human Resources and Personnel
- ◆ Maintains record management system; adheres to the Records Retention Schedule; recommends improvements and modifications as needed.
- ◆ Acts of behalf of the City Clerk when needed including, but not limited to, compiling agendas and packets, attending meetings of the Council, Commissions and Committees, and drafting and transcribing meeting minutes.
- ◆ Interacts with City Manager, Council, Commission and Committees, staff, other agencies and officials, and the general public to accomplish projects and duties.

QUALIFICATIONS:

Required:

- Minimum two years in accounting/finance environment
- Maintaining a General Ledger
- Accounts Payable, Accounts Receivable and Payroll

Knowledge of:

- Knowledge of Generally Accepted Accounting Standards (GAAP) procedures and practices.
- California municipal law as it relates to Finance Clerk functions.
- Fair Political Practices and Ralph M. Brown Act.
- Records management methods and procedures for Finance functions.
- Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment.

And the Ability to:

- Organize and maintain accurate recordkeeping and indexing systems.
- Advise the City Manager on policy and procedures interpretations for record keeping.
- Perform word processing tasks accurately and develop and organize electronic files.
- Establish and maintain effective working relationships with those encountered.
- Apply verbal and written communication skills.
- Accomplish tasks in reasonable time frames, and be task-oriented.
- Demonstrate strong organizational and customer satisfaction skills.
- Communicate effectively, orally and in writing, in both technical/ non-technical terms.
- Understand and follow oral and written instructions, policies and procedures from the City Manager.
- Prepare and present accurate and reliable financial reports.
- Operate a personal computer using software applications appropriate to assigned tasks including the use of Zoom videoconferencing.
- Use logical thinking and creative thought processes to develop solutions following directions.
- Perform duties and responsibilities with accuracy to meet deadlines and changing priorities.
- Quickly learn and put to use new information and/or technology, skills and knowledge.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

WORKING CONDITIONS**Hours** (Subject to change)

- 30-32 hours per week
- Monday – Thursday (office currently closed on Fridays)
- May be subject to occasional evenings for Council or Commission Meetings

Office environment

- Exposure to computer screens
- Working closely with others (COVID-19 exceptions)
- Frequent interruptions

Physical Conditions

- Duties may require sitting for prolonged periods of time
- General manual dexterity
- Must be able to operate assigned equipment

COMPENSATION:

- DOE
- Vacation
- Sick Pay
- Holiday Pay
- Retirement Plan
- Medical/Dental/Vision

EQUAL OPPORTUNITY EMPLOYER

The City of Ferndale does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Ferndale makes reasonable accommodation for qualified individuals with a disability. Individuals requiring any accommodation in order to participate in the testing process must inform the City Manager in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

SUBMITTAL PROCESS

- Resume submittal deadline: Thursday, October 14, 2021 at 4:00pm. Resumes must be received by this date.
- Resumes can be mailed to: City of Ferndale, POB 1095, Ferndale, CA, 95536; or emailed to cityclerk@ci.ferndale.ca.us.
- Interviews will be held October 18th – October 21st, 2021



CITY OF FERNDALE, CALIFORNIA

P.O. Box 1095, Ferndale, CA 95536 – email: cityclerk@ci.ferndale.ca.us
 Application for Employment - (Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

	Social Security #	Date		
Name				
	LAST	FIRST	MIDDLE	
Present Address				
	STREET	CITY	STATE	ZIP
Permanent Address				
	STREET	CITY	STATE	ZIP
Phone No.	Are you 18 years of age or older? YES NO			
Are you prevented from lawfully becoming employed in this country because of visa or immigration status? YES NO				

EMPLOYMENT DESIRED

Position	Date you can start	Salary Desired
Are you presently employed?	May we contact your present employer?	
Ever applied here before?	When?	
Referred by		

EDUCATION

	Name & Location of School	Years attended	Did you graduate?	Subjects studied
Grammar				
High School				
College				
Trade, Business or Corres. School				

GENERAL

Subjects of special study or research work		
Special Skills:		
Activities (Civic, Athletic, Etc.)		
EXCLUDE ORGANIZATIONS, WHICH INDICATE THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.		
US Military or Naval Service	Rank	Present membership in National Guard or Reserves

This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 25, 1991. (OVER)

FORMER EMPLOYERS (list below last three employers, starting with last one first)				
Date MM/YY	Name/Address of Employer	Salary	Position	Reason for leaving
From				
To				
From				
To				
From				
To				
Which of these jobs did you like best?				
What did you like the most about this job?				

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.		
Name/Address	Business	Years Known
In Case of Emergency, Notify:		
Name/Address	Phone	

I certify that all the information submitted by me on this application is true and complete and I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the City's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the City. I understand that no City representative other than it's City Manager or in his/her absence, the Mayor or the City Council, and then only when in writing and signed by the City Manager, or in his/her absence, the Mayor or the City Council, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE:

Interviewed by			Date:
Remarks			
Neatness		Ability	
Hired Yes No	Position	Dept:	
Salary/Wage		Start Date	