

CITY OF TEKOA

CLERK-TREASURER POSITION

The Clerk/Treasurer position is responsible for all accounting for the city; including budget & grant management and generation, accounts payable, all federal and state reporting and audit preparation. This position must give excellent customer service, prepare agendas and minutes for city council meetings and stand in for the Deputy Clerk/Treasurer when necessary, all while following the ordinances of the city. Work requires considerable initiative and independent judgement in the performance and completion of tasks. Most work can be performed sitting or standing and occasionally requires the lifting of up to 40 pounds. **PREFERRED MINIMUM QUALIFICATIONS:** High School Diploma, four (4) years of bookkeeping or financial education, OR any experience, education, or training which would demonstrate the level of knowledge and ability required, particularly in governmental accounting. Possession of a valid driver's license required. **STARTING SALARY: DOE. FULL SALARY RANGE: \$28-32 DOE. FULL TIME BENEFITS** include an insurance stipend of \$625.00 per month toward medical, dental, vision insurance. Life insurance and LTD insurance provided by the city, as well as the PERS 2/3 plan with WA Department of Retirement Systems & reimbursement for half of employee's personal cell phone charges. Eleven paid holidays annually. Vacation accrual for the first year starts at 3.34 hrs./month and sick leave accrues at 8 hours/month. City Applications can be found at 419 N. Washington St., Tekoa, WA, by calling (509)284-3861 or at tekoawa.com. AA/EOE

Application period open until JANUARY 5, 2026, 5 P.M.