



POST FALLS HIGHWAY DISTRICT

Job Description

Department	Administration		
Location	5629 E Seltice Way		
Job Title	Deputy Clerk		
Reports to	District Clerk		Full Time

DEPUTY CLERK

This is a 40-hour a week position under general supervision of the District Clerk. Must maintain a positive, helpful, constructive attitude and a good working relationship and communication with the Director, Deputy Director, Clerk and District employees, elected officials and the public.

GENERAL DESCRIPTION

Accounting responsibilities are AP, AR, payroll and liabilities, general ledger, electronic payment tracking, reconciliations, monthly/quarterly/annual tax reporting, W2 issuance, budget preparation and yearly audit assistance. Other duties include but are not limited to general office functions such as greeting customers by phone and in person, permit applications and tracking; plat tracking, and general clerical duties including filing and research. Self-motivation, prompt arrival and attendance, accuracy and organizational skills are paramount. Must be familiar with Microsoft Office programs and accounting software Quickbooks Pro. Knowledge of legal descriptions, map reading, database, and ArcMap/ArcGIS is desirable.

WORK EXPERIENCE REQUIREMENTS

- High school diploma or GED minimum; associates degree or higher preferred.
- Minimum three years office experience in the accounting/bookkeeping field.
- Strong communications skills, grammar, spelling, and punctuation.
- Operation of standard office equipment, including personal computer, software applications, service procedures, 10-key, Excel, Word, and QuickBooks Pro.

JOB FUNCTIONS

- Must work cooperatively and constructively with fellow employees and the public to provide public service of the highest quality.
- Perform duties accurately and efficiently under time sensitive deadlines.
- Greet customers, answer phones, general office functions, data entry, AR and AP, payroll, and reconciliations.
- Track Community Development/Plats, etc. from receipt and payment through review and completion.
- Maintain files and filing system for District Clerk, historical District information, and assist in inventory control.
- Create and maintain reports using Excel, Word, IWork database, and other programs. Areas include physical inventory, equipment purchases, insurance, maintenance, tracking files, and updating filing records for additions and fiscal year end.
- Assist District Clerk with budget, audit, and other duties. This is not a conclusive list.

WORK ENVIRONMENT

- Hours April-October, 6:00 am to 4:30 pm, Mon-Thurs and November through March, 6:00 am to 2:30 pm Mon-Fri. (Subject to change)
- Typical office setting; stairs; very light housekeeping.
- Prompt arrival, 30-minute lunch.
- Indoor atmosphere, stairs, some outdoor errands including bank deposits.
- Frequently lifts 5 lbs. and occasionally up to 50 lbs.
- Sitting 75 to 90% time.

EDUCATION AND TRAINING

- Training provided by District for first aid/CPR. The District provides occasional training with pre-approval, both locally and out of town/state with overnight stays infrequently.

PAY AND BENEFITS

- Wage is \$24-\$28 per hour.
- Full benefit package for employee, health, dental, PERSI retirement, life insurance, HRA/VEBA contribution. Dependents paid by employee; vision available at employee cost.
- Sick, vacation, retirement plan.

ADA REQUIREMENTS

- Any person needing special accommodations to participate in an interview should contact the District Clerk three (3) days prior to meeting at (208) 765-3717. PFHD is Title VI and EEO compliant.