



**City of Connell**

EASTERN  
WASHINGTON'S  
HARVESTLAND

104 E. Adams, P.O. Box 1200 ♦ Connell WA 99326  
(509) 234-2701 ♦ Fax: (509) 234-2704 ♦ [www.cityofconnell.com](http://www.cityofconnell.com)

**CITY OF CONNELL**  
City Clerk Treasurer

The City of Connell is recruiting for a City Clerk/Treasurer. Under general direction from the City Administrator, this position develops and monitors the City's budget, supervises staff, is responsible for; legal compliance, payroll, human resources, utility billing, accounts receivable, accounts payable, city records, city website, investments, council meeting agendas and minutes, all State required reports and auditing .The Clerk/Treasurer is the public records liaison.

**Qualifications**

Successful candidates will have Bachelor's degree in business/public administration, finance, accounting, or a related discipline with a minimum of five (5) years of experience in public sector finance or similar work position; and/or any equivalent combination of education, experience, and training that qualifies for this position.

Public sector experience with; staff supervision, budgets, finance, public records, agendas, minutes, and a working knowledge of governing statutes and Washington State BARS is highly desirable.

Salary: \$5,053.78 to \$6,034.48 monthly, DOQ

The City of Connell is an equal opportunity employer. A complete job description and application may be obtained at City Hall, 104 E. Adams and at [www.cityofconnell.com](http://www.cityofconnell.com). To apply please send a letter of interest, resume, and completed application to Maria Peña, City Administrator, PO Box 1200, Connell, WA 99326 or email to [mpena@connellwa.org](mailto:mpena@connellwa.org).

FIRST REVIEW: March 9, 2018. Position open until filled.