

## RESOLUTION NO. 2012-102

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING JOB DESCRIPTIONS AND SALARY RANGES FOR UTILITY AND REVENUE MANAGER, ACCOUNTING SUPERVISOR AND ACCOUNTANT

WHEREAS, the City Council approved the reorganization of the Finance Department in the adopted budget on June 26, 2012;

WHEREAS, the reorganization eliminated the Accounting Manager position and replaced it with an Accountant position, reclassified the Utility Billing and Revenue Supervisor to Utility and Revenue Manager and reclassified the Accountant/Budget Analyst to Accounting Supervisor;

WHEREAS, the Utility and Revenue Manager position was placed in the Management Unit and approved salary range of 90 (\$6,078 - \$7,388) per month;

WHEREAS, The Accounting Supervisor position is in the Confidential Unit and approved salary range of 88-CF (\$5,790 - \$7,037) per month;

WHEREAS, the Accounting position is in the Rohnert Park Employees' Association Unit and approved range of 87 (\$5,669 - \$6,890) per month;

WHEREAS, the Accounting Supervisor and the Utility and Revenue Manager positions are unrepresented;

WHEREAS, staff met and consulted with the Rohnert Park Employees' Association regarding the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rohnert Park approves the change in positions and salary ranges as stated above.

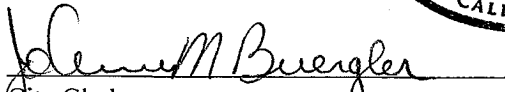
DULY AND REGULARLY ADOPTED by the City Council of the City of Rohnert Park this 11th day of September 2012.



CITY OF ROHNERT PARK

Mayor

ATTEST:

  
City Clerk

AHANOTU: AYE BELFORTE: ABSTAIN CALLINAN: ABSTAIN STAFFORD: AYE MACKENZIE: AYE  
AYES: ( 3 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 2 )

## City of Rohnert Park

### UTILITY BILLING & REVENUE MANAGER

#### DEFINITION

Under general direction, sets policy for and plans and directs the activities related to utility billing and collection of various fees and taxes for utility services, business licenses, permits, animal licenses, and other miscellaneous accounts receivable; oversees cash balancing, payroll functions and customer service; coordinates activities with other City departments and the public; supervises the work of clerical and technical staff; provides highly technical assistance to the Finance Director and performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS

The **Utility Billing & Revenue Manager** works independently to ensure that fiscal operations related to revenue collection and payables function effectively. The **Utility Billing & Revenue Manager** is distinguished from the Finance Director by the latter's responsibility for the policy and activities of the entire Finance Department, and from the Accounting Supervisor by the latter's responsibility for specialized accounting, financial, budgeting and auditing activities. When dealing with delinquent payers, the **Utility Billing & Revenue Manager** has discretion to determine a course of action and negotiate payment on behalf of the City.

#### SUPERVISION RECEIVED/EXERCISED

General direction is provided by the Finance Director. The incumbent supervises staff engaged in utility billing, cash receipts, accounts payable, and payroll transactions. The incumbent is expected to provide managerial and technical assistance to the Finance Director, and act in his/her absence.

#### ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary.)

- Participates in the selection, training, supervision and evaluation of assigned staff; schedules work assignments and resolves problems
- Develops, coordinates, administers and reviews systems and programs to enhance the City's revenue collection efforts
- Identifies inaccuracies, misclassification of funds or inefficiencies and suggests corrective measures
- Manages metered water accounts, including making necessary changes to specialized software database
- Reviews and approves adjustments to customer accounts; responds to customer questions and complaints
- Negotiates payment agreements and makes adjustments to accounts in non-routine cases
- Maintains and updates automated utility billing system and uses system to prepare utility bills, billing registers and reports; interprets error messages and corrects errors
- Prepares rate analyses and financial studies for utility funds and updates rate models; recommends changes in City fees and charges
- Reviews and provides information to City officials regarding water use

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**Utility Billing and Revenue Manager**  
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- Supervises the processing of applications and payments for water, sewer and garbage
- Calculates and accepts pro-rated fees and deposits
- Reviews and audits deposits, payments and adjustments to proper accounts
- Coordinates and performs the City's collections and bankruptcy activities and develops collection strategies Oversees preparation of documents necessary for collecting delinquent accounts through collection agencies, small claims and bankruptcy courts; coordinates collection activities with other City departments
- Analyzes major accounts and prepares monthly reconciliation of subsidiary accounts to General Ledger
- Analyzes distribution reports to ensure correct posting to the General Ledger
- Reconciles utility billing system to the General Ledger
- Coordinates meter reading functions and analyzes meter reading input
- Coordinates meter reading service requests, repairs, replacements, and audits; evaluates unpaid accounts
- Develops and revises policies and procedures related to revenue and collections
- Oversees and performs special account research and analysis for the department, City staff, and the public
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- Verifies incoming monies from various City departments and other agencies; prepares deposit forms as required; codes and inputs revenues into the online computer system
- Carries out investment actions and wire transfers as directed
- Analyzes and ensures effective audit controls of various revenue programs
- Monitors revenue levels from various fee and tax programs and prepares reports
- Supervises the accounts payable and payroll function
- Assists others in Finance Department in solving accounting problems and responds to inquiries
- Processes payroll in the absence of the Payroll Specialist
- Prepares resolutions and ordinances; attends City Council meetings and makes presentations
- Prepares correspondence and/or special reports; assists with preparation of departmental staff reports, resolutions and public hearing notices  
Trains new users on applicable areas of specialized software
- May act as a disaster service worker in the event of a disaster or emergency
- Acts in the absence of the Finance Director

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

**QUALIFICATIONS**

Education/Training/Experience:

Sufficient education, training and experience to oversee the City's utility billing operations, accounts payable, payroll and revenue collections. A typical way of obtaining the required qualifications is to possess:

- A Bachelor's Degree in accounting, finance or business administration or related field and
- Four years of increasingly responsible experience in accounting in the areas of billing, accounts payable, payroll and/or revenue collections, including supervisory experience, preferably in a public agency.

Knowledge of:

- Thorough knowledge of Generally Accepted Accounting and Auditing Standards, bookkeeping and financial record-keeping methods related to utility billing, accounts payable, payroll and revenue collection
- Municipal utility regulations and practices, billing and payment methods and meter-reading systems
- Manual and automated billing and financial record-keeping systems
- Applicable federal, state and local laws, codes or regulations related to payroll and billing, and collection of a City water system, public information and privacy protection
- Accounts payable policies and procedures for a public agency
- Public relations techniques and procedures
- Principles and practices of supervision and performance management
- Modern office practices, procedures and equipment including a computer and applicable financial, statistical, database and billing and payment software

Skill to:

- Perform accurate data entry at a speed acceptable to complete work assignments in a timely manner, i.e. not less than 40 net words per minute
- Accurately perform 10-key by touch
- Utilize specialized computer software programs and implement system software changes

Ability to:

- Apply accounting principles and practices to a wide variety of standard and non-standard transactions
- Analyze and interpret accounting records
- Prepare comprehensive accounting, statistical, cost and administrative reports
- Analyze complex issues, evaluate alternatives and reach sound conclusions
- Make adjustments to operating procedures as necessary to improve organizational effectiveness
- Interpret, apply and explain a variety of rules, policies and procedures
- Maintain confidentiality of information as required
- Communicate clearly and effectively, both orally and in writing to a variety of audiences; deal diplomatically with irate persons and in difficult situations
- Establish and maintain cooperative working relationships

**City of Rohnert Park**  
**Utility Billing and Revenue Manager**  
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- Perform detailed numerical work with speed and accuracy and detect record-keeping and data entry errors
- Work independently with minimal supervision and meet deadlines

**Working Conditions:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data entry using a computer keyboard and 10-key calculator. Additionally, the position requires near and color vision in reading correspondence, statistical data, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Incumbent works in an office environment under the pressure of a variety of non-negotiable deadlines, is subject to frequent interruptions, attends meetings outside of normal business hours as required, and may be required to interact with irate customers.

**FLSA Status:** Exempt (Executive)  
**Employee Unit:** Management  
**Approved By:** City Council  
**Date Approved:** September 11, 2012

## City of Rohnert Park

### ACCOUNTING SUPERVISOR

#### DEFINITION

Performs responsible, specialized financial, budgeting and auditing functions under general supervision. Assigns, reviews, and participates in the daily operations and activities of a variety of accounting functions, provides technical and responsible assistance to the Finance Director, and performs other work as assigned.

#### DISTINGUISHING CHARACTERISTICS

The **Accounting Supervisor** is an advanced, journey-level class having thorough knowledge of municipal accounting and auditing work, and budgetary policies and procedures. The incumbent uses independent judgment to formulate, modify and perform a full range of accounting activities, and to direct, train and supervise others in performance of such duties. The Accounting Supervisor is distinguished from the Finance Director by the latter's responsibility for the policy and activities of the entire Finance Department, and from the Utility Billing and Revenue Manager by the latter's responsibility for fiscal operations related to receiving and disbursing monies owed to and by the City.

#### SUPERVISION RECEIVED/EXERCISED

General direction is provided by the Finance Director. Responsibilities include direct supervision of assigned professional and technical accounting staff.

#### ESSENTIAL JOB DUTIES

**(These duties are a representative sample; position assignments may vary)**

- Sets up, maintains and monitors accounts for City funds, facilities and operations
- Processes journal entries; reconciles accounts and balances with General Ledger; investigates and resolves discrepancies; determines and authorizes necessary adjustments
- Reconciles all bank accounts and bond statements for the City, the Redevelopment and Housing Successor Agencies, and the City's Financing Authority on a monthly basis
- Prepares monthly cash reports which include project reports for the City, the Redevelopment and Housing Successor Agencies and the City's Financing Authority
- Gathers data required for tax returns, such as fuel used or hazardous materials generated, calculates taxes owed and prepares tax filings, such as sales taxes, hazardous waste tax returns, fuel tax returns and filings for any non profits associated with the City
- Processes bond draws for reimbursement of project expenses
- Prepares annual insurance report for REMIF
- Performs costing and research related to employee negotiations
- Participates in the selection of staff; trains, supervises and evaluates work of assigned staff; schedules work and resolves problems
- Analyzes major accounts and prepares monthly reconciliation of subsidiary accounts to General Ledger
- Controls, updates and maintains capital asset system
- Designs and performs internal and external audits

**City of Rohnert Park**  
**Accounting Supervisor**  
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- Performs a variety of studies, financial analyses, and recommendations relating to organization, systems, procedures, cost-effectiveness, and financial legislation
- Identifies inaccuracies, misclassification of funds or inefficiencies and recommends and implements corrective measures
- Researches costs of City services and analyzes fees charged
- Prepares schedule of federal expenditures and analyzes federally-funded Construction in Progress (CIP)
- Prepares resolutions and ordinances; implements adopted policies
- Prepares annual budget documents and budget reports; completes budget to actual analysis
- Tracks developer deposits and funds capital projects
- Provides expertise to others in Finance Department in solving accounting problems and responds to inquiries from various sources
- Attends City Council meetings and makes presentations
- Performs other duties assigned by the Finance Director
- May act as a disaster service worker in the event of a disaster or emergency

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

**QUALIFICATIONS**

Experience/Education/Training:

Sufficient experience, education, and training to perform professional accounting and auditing work, and to supervise accounting personnel of a City finance department. A typical way to obtain the required qualifications is:

- Possession of the equivalent of a Bachelor's Degree from an accredited college or university with at least twelve semesters or equivalent quarter units in accounting or business administration; or possession of a Certified Public Accountant Certificate recognized by the California Board of Accountancy; and
- Two or more years of responsible, professional accounting and auditing work. Experience in supervising technical or clerical support staff is desirable. Experience in a public sector setting is also desirable.

Knowledge of:

- Thorough knowledge of Generally Accepted Accounting and Auditing Standards
- Principles and practices of municipal accounting, budgeting and auditing
- Principles and practices of leadership, supervision, and training
- Pertinent federal, state and local laws, regulations and codes

Skill to:

- Type at a minimum rate of 50 net words per minute

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**Accounting Supervisor**  
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- Utilize computer software programs

Ability to:

- Apply accounting principles and practices to a wide variety of standard and non-standard transactions; set up, maintain and reconcile financial transaction records
- Prepare a variety of financial statements, reports and analyses with supporting statistics and data
- Analyze complex financial data and arrive at logical conclusions Use spreadsheets and other computer applications related to financial operations
- Organize and prioritize a high volume of work in order to meet recurring deadlines
- Gather and analyze information to make independent decisions and solve practical operational problems
- Maintain confidentiality of information as required
- Establish and maintain effective working relationships with co-workers and the general public
- Understand, interpret and apply laws, rules, regulations and ordinances; and apply complex guidelines affecting the department's activities
- Interpret governmental accounting rules and regulations
- Interpret and explain City accounting policies and procedures
- Perform complex mathematical calculations with speed and accuracy
- Learn and operate new technology as acquired by the City of Rohnert Park
- Exercise sound, independent judgment within established guidelines
- Interact effectively under pressure and meet deadlines
- Communicate effectively both verbally and in writing

Working Conditions:

Position requires prolonged sitting in the performance of daily duties and frequent grasping, repetitive hand movement and fine coordination, and keyboarding for inputting data and preparing reports and other documents. The position also requires walking, standing, stooping, some pushing and dragging of files and journals weighing up to 25 pounds The position requires near, far, and color vision in reading documents and statistical data, and hearing is required when providing phone and face-to-face customer service. The incumbent often juggles multiple tasks, works under pressure of deadlines, is subjected to office machines and equipment noise, and works with frequent interruptions.

**FLSA Status:** Exempt (Administrative)  
**Employee Unit:** Confidential  
**Approved By:** City Manager  
**Date Approved:** September 11, 2012



## City of Rohnert Park

### ACCOUNTANT

#### DEFINITION

This classification performs a wide range of professional accounting work for the City, the Redevelopment and Housing Successor Agencies and the City's Financing Authority; monitors accounts; records and reports financial transactions for assigned funds and City departments; balances subsidiary accounts and reconciles General Ledger; reconciles bank statements; prepares monthly cash reports, budget performance reports, tax filings, profit and loss statements and other financial statements, analyses and reports; performs internal and external audits; assists with budget preparation and presentations and performs other duties as required.

#### DISTINGUISHING CHARACTERISTICS

The **Accountant** is a journey-level classification. Incumbents perform the full range of professional accounting work and are expected to work independently. Successful performance requires a thorough knowledge of governmental accounting principles, practices and procedures, and the ability to exercise sound, independent judgement within established guidelines. The incumbent must organize and prioritize work to meet deadlines and operational needs.

#### SUPERVISION RECEIVED/EXERCISED

Supervision is provided by the Accounting Supervisor. The Accountant may also receive general direction from the Finance Director and/or Utility Billing and Revenue Manager.

#### ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary)

- Maintains and monitors accounts for City funds, facilities and operations
- Processes journal entries; reconciles accounts and balances with General Ledger; investigates and resolves discrepancies, and makes necessary adjustments
- Reconciles all bank accounts for the City, the Redevelopment and Housing Successor Agencies and the City's Financing Authority on a monthly basis
- Prepares monthly cash reports which include project reports for the City, the Redevelopment and Housing Successor Agencies and the City's Financing Authority
- Gathers data required for tax returns, such as fuel or hazardous materials generated; calculates taxes owed and prepares tax filings, such as sales taxes, hazardous waste tax returns, fuel tax returns and filings for any non-profits associated with the City
- Processes bond draws for reimbursement of project expenses
- Prepares annual insurance report for Redwood Empire Municipal Insurance Fund (REMIF)
- Assists in preparing annual budgets and budget reports

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**Accountant**  
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- Prepares financial statements and various financial reports for Federal, State and other outside agencies
- Performs a variety of financial analyses for other departments
- Researches and analyzes transactions to resolve budget issues
- Assists other Finance Department staff in solving accounting problems
- May attend meetings regarding legislation that could affect the City
- May act as a disaster service worker in the event of a disaster or emergency
- Performs other duties and special projects assigned by the Finance Director

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

**QUALIFICATIONS**

Education/Training/Experience:

Sufficient education, training and experience to perform professional accounting and budgeting work in a city Finance Department. A typical way to obtain the required qualifications is:

- Possession of the equivalent to graduation from a four-year college or university with major coursework in accounting, finance, business administration, or a closely-related field, and
- One (1) year of professional accounting experience in a public agency setting
- Sufficient professional accounting support work may be substituted for the education on a year-for-year basis to a maximum of two years

Knowledge of:

- Thorough knowledge of generally-accepted accounting principles and practices
- Governmental accounting principles and practices
- Budget projection methodologies
- Standard financial office procedures, machines, manual and automated data storage, processing and retrieval systems
- IRS regulations, procedures and forms; and the laws, codes and regulations governing the financial operations of a city

Skill to:

- Utilize standard computer software programs
- Type accurately at a minimum rate of 40 net words per minute
- Perform public sector accounting and budget work
- Make public presentations

**City of Rohnert Park**  
**Accountant**  
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Ability to:

- Apply accounting principles and practices to a wide variety of standard and non-standard transactions; maintain and reconcile financial transaction records
- Prepare a variety of financial statements, reports and analyses with supporting statistics and data
- Analyze financial data and arrive at logical conclusions, perform mathematical calculations with speed and accuracy
- Use spreadsheets and other computer applications related to financial operations
- Organize and prioritize a high volume of work in order to meet recurring deadlines
- Gather and analyze information to make decisions and solve practical operational problems
- Communicate effectively both verbally and in writing
- Maintain confidentiality as required
- Establish and maintain effective working relationships with coworkers and general public
- Learn and utilize new technology

Working Conditions:

Position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding motion for inputting data and preparing reports and other documents. The position also requires walking, standing, stooping, some pushing, dragging, and light lifting, up to 25 pounds, while obtaining and returning journals, printouts and documents. Additionally, the position requires near, far and color vision in reading correspondence, statistical data, and using a computer; and hearing is required when providing phone and face-to-face customer service. The position works in an office environment around standard office equipment and is subject to interruptions and deadlines.

**FLSA Status:** Non-exempt  
**Employee Unit:** RPEA  
**Approved By:** City Manager  
**Date Approved:** September 11, 2012