

RESOLUTION NO. 2015-027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR SUPERVISING ACCOUNTANT AND ADJUSTING THE ALLOCATED POSITION FROM ACCOUNTING SUPERVISOR TO SUPERVISING ACCOUNTANT

WHEREAS, the City has a current vacancy for the position of Accounting Supervisor and a salary and job description comparison with comparator cities indicates our current title, job description and salary range are inconsistent with other cities and the City's needs, and

WHEREAS, staff has analyzed staffing needs, options and costs and recommends creation of a new position of Supervising Accountant and has created a job description for this position that meets the needs of the City, and

WHEREAS, staff has conducted a salary survey and recommends a new salary range 90-CF of \$6,246 - \$7,592 per month and the Supervising Accountant be placed in this range.

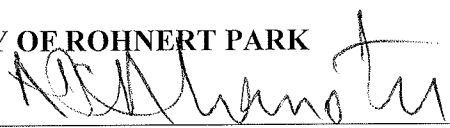
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the new position of Supervising Accountant with a job description as provided for in Exhibit A, which is attached hereto and incorporated by this reference.

BE IT FURTHER RESOLVED that the Supervising Accountant position is established at the salary range listed above; and

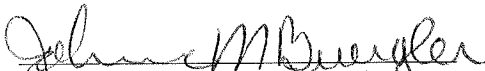
BE IT FURTHER RESOLVED that the position allocated in the FY 2014-15 budget is changed from Accounting Supervisor to Supervising Accountant.

DULY AND REGULARLY ADOPTED this 24th day of February, 2015.

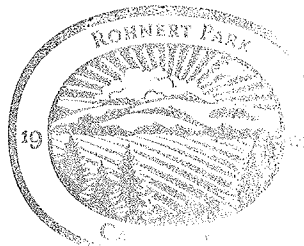
CITY OF ROHNERT PARK


Amy O. Ahanotu, Mayor

ATTEST:


JoAnne M. Buerger, City Clerk

Attached: Exhibit A



CALLINAN AYE MACKENZIE: AYE STAFFORD: ABSENT BELFORTE AYE AHANOTU: AYE
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

City of Rohnert Park

SUPERVISING ACCOUNTANT
\$6,246 - \$7,592 monthly

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 **Supervising Accountant** 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 Supervising Accountant 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. The incumbent is expected to provide managerial and technical assistance to the Finance Director, and act in his/her absence.

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)

- Participates in the selection and training of staff; plans, assigns and reviews the work of subordinates
- Provides for the timely production of financial reports for the City, Federal, State, and other outside agencies
- Ensures the fiscal integrity of the City's General Ledger and financial systems
- Ensures the City's financial systems are fully functional, providing accurate and timely financial reporting
- Recommends, designs and implements changes in accounting systems and procedures
- Prepares and reviews journal vouchers for correctness; reconciles accounts and balances with General Ledger; investigates and resolves discrepancies; determines and authorizes necessary adjustments
- Coordinates and performs a variety of financial analyses for other departments, divisions and outside auditors
- Reviews and audits grant contracts, amendments and other documents to ensure grant compliance
- Provides guidance on monitoring and reporting status of State and Federal grants
- Provides departmental personnel with quality solutions to complex financial, fiscal, accounting, policy and budget problems
- Ensures all bank reconciliations, pay requests, reports and schedules are accurate and completed in a timely manner

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- Designs and performs internal and external audits; acts as the primary contact for all fiscal audits performed on governmental units of the City
- Sets up, maintains and monitors accounts for City funds, facilities and operations
- Reviews monthly cash and project reports
- 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
- Performs costing and research related to employee negotiations
- Analyzes major accounts and prepares monthly reconciliation of subsidiary accounts to General Ledger
- Controls, updates and maintains capital asset system
- 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 or reviews resolutions and ordinances; implements adopted policies
- Prepares annual budget documents and budget reports; completes budget to actual analysis
- Under the direction of the Finance Director, prepares presentations and reports; attends City Council meetings and makes presentations
- Performs other duties assigned by the Finance Director
- Acts in the absence of 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 eighteen units in accounting or business administration; and
- Three or more years of responsible, professional accounting and auditing work, with some experience in supervising technical or clerical support staff. Experience in a public sector setting is desirable.

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- Possession of a Certified Public Accountant Certificate recognized by the California Board of Accountancy 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
- 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, 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.

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FLSA Status: Exempt (Administrative)
Employee Unit: Confidential
Approved By:
Date Approved:

Salary Survey -Supervising Accountant (12/26/14)

| City | Job Title | Notes | Step 1 Monthly | Top Monthly |
|---------------|---------------------------|---|-------------------|-------------------|
| Belmont | Accountant III | | \$6,953 | \$8,874 |
| Martinez | Accountant | | \$6,056 | \$7,217 |
| Orinda | Sr Accountant | | \$6,986 | \$8,524 |
| Pacifica | Accountant | | \$6,218 | \$7,587 |
| Pleasant Hill | Accountant | | \$5,116 | \$6,794 |
| San Ramon | Accountant | | \$6,138 | \$7,673 |
| Rohnert Park | Supervising Accountant | | \$6,246 | \$7,592 |
| Cotati | No match | Accountant position deleted | | |
| Danville | No match | Majority of duties performed by Accounting Manager | | |
| Windsor | No match | Acctng Sup oversees utility billing; Finance Mgr performs some functions | | |
| | | mean | \$6,245 0.02% | \$7,778 -2.39% |
| | | median | \$6,178 1.10% | \$7,630 -0.50% |

| Rohnert Park - Internal classifications | Top Monthly | Relationship |
|---|-------------|--------------|
| Supervising Accountant | \$7,592.00 | 0.00% |
| Finance Director | \$10,948.00 | -30.65% |
| Utility Billing and Revenue Manager | \$7,388.00 | 2.76% |
| Accountant | \$6,890.00 | 10.19% |