

RESOLUTION NO. 2015-076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB DESCRIPTION FOR ACCOUNTING SPECIALIST I/II IN THE FINANCE DEPARTMENT

WHEREAS, staff has conducted an assessment of its hiring needs and determined that in order to effectively maintain department operations, it requires the ability to efficiently hire and manage the Accounting Specialist position at the appropriate level, and

WHEREAS, staff recommends that the Accounting Specialist I and II job classifications be modified to create an alternate job classification of Accounting Specialist I/II to attract a greater variety of candidates, provide the flexibility to hire the appropriate skill set for the department, and allow the department to efficiently promote incumbents at the lower level to the higher level as needed, and

WHEREAS, staff developed a job description and consulted with the Rohnert Park Employees' Association (RPEA) regarding the creation of the alternate job class of Accounting Specialist I/II to be placed in the RPEA unit and RPEA had no objection to the job description, and

WHEREAS, staff recommends placement of the Accounting Specialist I/II position in the existing RPEA salary ranges for Accounting Specialist I (range 66) and Accounting Specialist II (range 70) to be designated as Accounting Specialist I/II – Level 1 and Level 2, and

WHEREAS, staff recommends approval of the creation of the Accounting Specialist I/II position job description and placement in RPEA salary ranges 66 and 70.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the position title, salary ranges and associated job description for Accounting Specialist I/II, which is attached hereto as Exhibit "A" and incorporated by this reference.

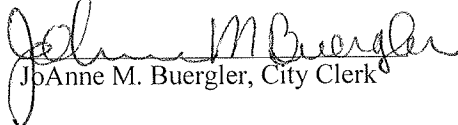
DULY AND REGULARLY ADOPTED this 28th day of April, 2015.

CITY OF ROHNERT PARK



Amy O. Ahanotu, Mayor

ATTEST:



JoAnne M. Buergler, City Clerk

CALLINAN AYE MACKENZIE: AYE STAFFORD: AYE BELFORTE AYE AHANOTU: AYE
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

EXHIBIT A

City of Rohnert Park

ACCOUNTING SPECIALIST I/II

Level I: \$3,385 - \$4,115 monthly

Level II: \$3,372 - \$4,537 monthly

DEFINITION

Under general supervision, learns to perform and performs a variety of clerical and technical accounting duties in one or more areas of the Finance Department. Following guidelines and procedures, receives and disburses funds for various City services, facilities, licenses, fees and fines; assists customers, compiles, reconciles and verifies accounting information; processes requests for payment and issues checks and sets-up and maintains a variety of accounts, files and fiscal records in the City's Finance Department; performs other duties as assigned. The position will be filled at either the I or II level depending on qualifications.

DISTINGUISHING CHARACTERISTICS

Accounting Specialist I

The **Accounting Specialist I** is the entry level classification in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. Although an Accounting Specialist I has a specific area of assigned responsibility, incumbents are expected to back-up Accounting Specialists in other areas for training purposes. This classification is alternatively staffed with an Accounting Specialist II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Accounting Specialist II

The **Accounting Specialist II** is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned duties in one or more areas of the Finance Department. With minimal supervision, the incumbent processes payments and receipts, assists customers and keeps fiscal records relating to utility billing, business and animal licenses, parking citations, accounts payable or credit and collections. Although an Accounting Specialist II has a specific area of assigned responsibility, he/she is expected to back up Accounting Specialists in other areas when needed and to rotate to another assignment upon request. The incumbent must organize and prioritize work to meet deadlines and operational needs and must use judgment, discretion, diplomacy and resourcefulness in solving problems with vendors, contractors, the general public and City staff, especially those problems relating to monetary discrepancies or delinquencies. Accounting Specialists II are trusted to handle and reconcile cash and maintain confidential information.

SUPERVISION RECEIVED/EXERCISED

Accounting Specialist I

Receives immediate supervision from the Utility Billing and Revenue Manager. Incumbents in this classification do not routinely exercise supervision.

Accounting Specialist II

Receives general supervision from the Utility Billing and Revenue Manager. May exercise technical and functional supervision over assigned staff.

Incumbent in both classifications may also receive direction regarding assigned tasks from the Supervising Accountant and the Finance Director.

ESSENTIAL JOB DUTIES

Each employee in this classification may not perform all of the duties listed below. Depending upon assignment, duties may include, but are not limited to, the following:

- Learns to perform and performs a variety of clerical and technical accounting duties in one or more areas of the Finance Department
- Greets public at the counter; receives and processes applications and payments to the City for services, licenses, permits and fees; enrolls new customers; explains policies and regulations
- Counts cash and prepares deposits; calculates and balances cash drawers, cash receipt records, spreadsheets and other records; takes cash to bank
- Opens and closes accounts; sets-up and maintains various files, records and registers; posts payments and expenditures to the proper account; initiates accounting transfers; calculates balances and reconciles accounts against source documents
- Identifies, investigates and clears up discrepancies; calculates and processes adjustments; processes returned checks and refunds
- Completes a variety of forms and prepares account summaries and reports
- Prepares billings and related correspondence for accounts receivable such as users of water service, City facilities or violators of certain ordinances
- Receives and processes claims and requests for payment from the City from insurance providers, vendors and contractors; audits refund requests and invoices for completeness, correct classification and accuracy of calculations
- Assembles, compares and matches supporting documents and prepares for check writing
- Contacts City staff, customers and vendors to trace missing documents and reconcile discrepancies
- Secures necessary documentation and approvals and pays bills
- Opens, date-stamps and processes incoming mail; answers telephones

- Answers questions regarding City collection and finance policies and status of various accounts and attends to complaints from customers in person, on the telephone or by written correspondence
- Researches and resolves problems; identifies and investigates past due accounts; contacts customers to discuss unpaid bills; may negotiate payment plans; follows up to ensure that payment is received; consults supervisor for further action on difficult situations
- May institute water shut-offs or other penalties for outstanding debts
- Sets-up and monitors collection agency accounts; assists in preparing cases for small claims court; does follow-up paperwork to enforce small claims judgments
- Sends out notices; files forms and records; makes photocopies and operates a variety of standard office machines
- Prepares correspondence and performs various other clerical and administrative duties for the Finance Department
- Identifies and suggests methods by which City can collect additional revenue and improve efficiency of processing operations
- Backs up other positions in the Finance Department and does special projects as assigned
- May train new staff
- May be assigned as a Disaster Service Worker in the event of an emergency or disaster

QUALIFICATIONS

Education/Training/Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary to perform advanced fiscal clerical work in a City's Finance Department as an **Accounting Specialist I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Completion of at least six semester or eight quarter units of accredited college level course work in accounting or bookkeeping; and

Accounting Specialist I

Two years of recent accounting experience, including public contact.

Accounting Specialist II

Three years of recent, increasingly responsible accounting experience, including public contact.

Substitution: An additional six semester or eight quarter units of college level course work in accounting may be substituted for one year of the required experience.

Government agency experience is desirable for both classifications.

The following are a representative sample of the knowledge, skills and abilities necessary to perform the essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.

Knowledge of:

- Bookkeeping and financial record-keeping including complex manual and electronic recordkeeping systems and making credits or debits to proper accounts
- Specific IRS regulations, procedures and forms, of state vehicle code and regulations regarding privacy, credit and collections and of relevant municipal codes such as animal and business license codes or regulations governing the operation of the City's water system
- General knowledge of the procedures of a City government
- Specialized financial software programs, with knowledge of Springbrook financial software a plus

Skill to:

- Operate computer software programs such as Outlook, MS Word, and Excel with proficiency
- Operate ten-key calculator and perform detailed, numeric work with speed and accuracy
- Type accurately at a minimum rate of 40 net w.p.m.

Ability to:

- Deal diplomatically with vendors, members of the public, co-workers and managers, especially in difficult situations
- Organize and prioritize a high volume of work in order to meet recurring deadlines
- Perform detailed numerical work with speed and accuracy and to use spreadsheets and other computer applications related to financial operations
- Prepare correspondence and reports
- Understand and apply instructions, policies and procedures related to processing and recording City business transactions
- Gather and analyze information, make independent decisions and solve practical operational problems
- Learn and utilize new technology
- Establish and maintain cooperative working relationships

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, light and heavy lifting while handling bound records or printouts or boxes of paper and documents. Specific vision abilities required in this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust visual focus. The position requires the ability to hear in order to provide customer service in person and over the phone. The incumbent often juggles multiple tasks, works under pressure of deadlines and with frequent interruptions and office noise. Risk is involved in handling money and transporting it to the bank.

FLSA Status: Non-exempt
Employee Unit: Rohnert Park Employees Association (RPEA)
Approved By:
Date Approved: