

RESOLUTION NO. 2015-171

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR ACCOUNTING SERVICES SUPERVISOR AND ADJUSTING THE ALLOCATED POSITION FROM UTILITY BILLING AND REVENUE MANAGER TO ACCOUNTING SERVICES SUPERVISOR

WHEREAS, the City has a current vacancy for the position of Utility Billing and Revenue Manager and a job analysis and review of the current organizational structure indicates that the department would be better served by a supervisory level position with responsibility for operations, and

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

WHEREAS, in order to maintain internal equity while attracting a highly-qualified candidate, staff recommends a new salary range 88-CF of \$5,952 - \$7,234 per month and the Accounting Services Supervisor be placed in this range.

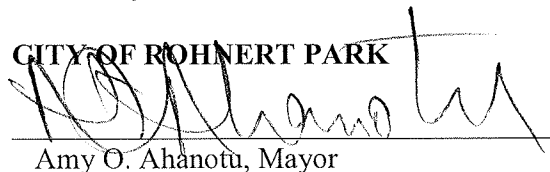
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the new position of Accounting Services Supervisor with a job description as provided for in Exhibit A, which is attached hereto and incorporated by this reference;

BE IT FURTHER RESOLVED that the Accounting Services Supervisor position is established at the salary range listed above; and

BE IT FURTHER RESOLVED that the position allocated in the FY 2015-16 Budget is changed from Utility Billing and Revenue Manager to Accounting Services Supervisor.

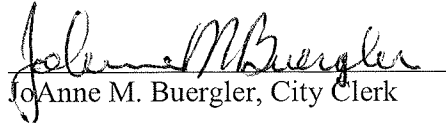
DULY AND REGULARLY ADOPTED this 27th day of October, 2015.

CITY OF ROHNERT PARK



Amy O. Ahanotu, Mayor

ATTEST:



JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

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 SERVICES SUPERVISOR **(New Confidential Unit Range 88-CF - \$5,952 - \$7,234 monthly)**

DEFINITION

Under general direction, plans, directs, and performs the accounting and statistical record keeping for activities related to utility billing and collection of various fees and taxes for utility services, business licenses, permits, animal licenses, cash receipts, accounts receivable; oversees customer service; coordinates activities with other City departments and the public; supervises the work of clerical and technical staff; may also oversee accounts payable, and payroll functions; provides highly technical revenue analysis and assistance to the Finance Director and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Finance Director, the **Accounting Services Supervisor** works to ensure that fiscal operations related to areas of assigned responsibility function effectively. The **Accounting Services 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 Supervising Accountant by the latter's responsibility for specialized accounting, financial, budgeting and auditing activities.

SUPERVISION RECEIVED/EXERCISED

Direction is provided by the Finance Director. The incumbent supervises staff engaged in utility and other billings, and cash receipts, and may also supervise accounts payable, and payroll transactions. The incumbent is expected to provide managerial and technical assistance to the Finance Director and the Supervising Accountant.

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, accounts receivable, accounts payable and payroll
- Proposes and revises policies and procedures related to revenue and collections, accounts receivable, accounts payable and payroll to strengthen internal controls
- Identifies inaccuracies, misclassification of funds or inefficiencies and suggests corrective measures
- Provides monitoring and analysis of revenue levels and prepares reports
- Analyzes major accounts and prepares monthly reconciliation of subsidiary accounts to General Ledger
- Prepares correspondence and/or special reports; assists with preparation of departmental staff reports, resolutions and public hearing notices

- Prepares, reviews, or commits journal entries and cash receipts in the accounting system
- Reviews accounts receivable, accounts payable and payroll transactions for accuracy
- Maintains and updates automated utility billing system
- Reviews utility and other billings, 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 proposes non-routine payment arrangements and adjustments to customer accounts to the Finance Director; responds to customer questions and complaints
- Coordinates collection activities with other City departments
- May coordinate meter reading and associated functions
- May act as a disaster service worker in the event of a disaster or emergency
- Performs other duties as 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 complex revenue and other analysis, recommend best practice and ensure internal controls over assigned areas, supervise staff and oversee the City's utility billing operations, accounts payable, payroll and revenue collections. A typical way of obtaining the required qualifications is to possess:

- The equivalent of a Bachelor's Degree from an accredited college or university in accounting, finance, business administration or related field, with at least fifteen units in accounting or business administration; and
- Four years of increasingly responsible experience in accounting with an emphasis in the areas of billing, accounts payable, payroll and/or revenue collections preferred, including supervisory experience, preferably in a public agency.

Knowledge of:

- Thorough knowledge of Generally Accepted Accounting and Auditing Standards
- Applicable federal, state and local laws, codes or regulations
- Public relations techniques and procedures
- Principles and practices of leadership, supervision and performance management
- Modern office practices, procedures and equipment including a computer and applicable financial, statistical, database and billing and payment software

City of Rohnert Park
Accounting Services Supervisor
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Skill to:

- 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
- Propose 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
- 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
Employee Unit: Confidential
Approved By:
Date Approved: