

**CITY OF CLOVERDALE
CITY COUNCIL
RESOLUTION NO. 021-2012**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE AMENDING THE CITY PERSONNEL SYSTEM TO CREATE AN ACCOUNTING TECHNICIAN AND REVISE THE ACCOUNTING ASSISTANT I/II AND ACCOUNTANT ANALYST CLASSIFICATIONS

WHEREAS, Cloverdale Municipal Code (CMC) 2.48.030(c) directs the preparation, maintenance, and revision of a position classification plan; and

WHEREAS, CMC 2.48.030(d) directs the preparation, administration, and revision of a plan of compensation correlated with the classification plan; and

WHEREAS, from time to time it is necessary to update these plans to update existing classifications or create new ones to accurately reflect the job duties required by the City; and

WHEREAS, in order to attract and maintain a strong, professional workforce it is important to compensate employees in a competitive way and in a way that appropriately recognizes their responsibilities; and

WHEREAS, the City requires an update of the Accounting Assistant I and II classifications; and

WHEREAS, the City requires an update of the Accountant classification, including the revision of its title to "Accountant Analyst"; and

WHEREAS, the City requires a position carrying out the responsibilities of an Accounting Technician.

NOW THEREFORE BE IT RESOLVED, the City of Cloverdale does hereby create the classification of Accounting Technician, with a position description attached as Exhibit A, and establishes an hourly rate of \$23.5442 - \$28.6182, which may be amended from time to time based on Council action; and

BE IT FURTHER RESOLVED, the City of Cloverdale does hereby revise the classifications of Accounting Assistant I and II, with a position description attached as Exhibit B, and establishes an hourly rate of \$19.2635 - \$23.4149 for the Accounting Assistant I and \$21.4038 - \$26.0165 for the Accounting Assistant II, which may be amended from time to time based on Council action; and

BE IT FURTHER RESOLVED, the City of Cloverdale does hereby revise the classification of Accountant Analyst, with a position description attached as Exhibit C, and establishes an hourly rate of \$28.7308 - \$34.9224, which may be amended from time to time based on Council action; and

BE IT FURTHER RESOLVED, compensation for these positions may be expressed either in terms of monthly salary or corresponding hourly rates.

It is hereby certified that the foregoing Resolution No. 021-2012 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 23rd day of May, 2012 by the following voice vote: (5-0)

AYES IN FAVOR: Mayor Cox, Vice Mayor Palla, Councilmember Maacks, Councilmember Russell, and Councilmember Wolter

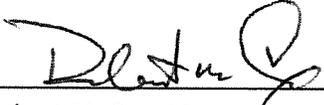
NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:



Robert M. Cox, Mayor



Roberto J. Bartoli, Jr., Deputy City Clerk

FLSA: NON-EXEMPT

**CITY OF CLOVERDALE
ACCOUNTING TECHNICIAN**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Performs a variety of technical accounting and administrative tasks that require some knowledge and application of general accounting principles as well as governmental accounting regulations and practices. Oversees the issuance, renewal and associated record keeping of permits such as encroachment, and licenses, such as business and animal (dog). Maintains various lease agreements, e.g., airport hangars.

DISTINGUISHING CHARACTERISTICS:

Incumbents perform technical accounting tasks that require knowledge of Generally Accepted Accounting Principles (GAAP) and their application to established systems and procedures. This classification is distinguished from the lower level class of Accounting Assistant II in that the latter is assigned duties that are performed within well-defined and established parameters. This class is also distinguished from the higher level class of Accountant Analyst in that the latter describes professional accounting duties requiring full knowledge of professional accounting theory and practice, including public sector auditing, reporting and fiscal analysis.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accountant Analyst and/or Finance & Accounting Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Performs accounting tasks related to the technical maintenance of the City's financial record keeping, reporting and control systems; provides technical accounting support pertaining to a wide range of financial areas, including general accounting procurement, utility billing, and payroll according to existing policies and regulations governing the City's fiscal record-keeping systems.

Accounting Technician

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- Provides technical assistance for financial audits; reviews assigned account records for compliance with government auditing and accounting standards; prepares audit work papers and other support documentation.
- Receives utility and permit payments and fees, issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds.
- Provides complex customer service support to employees and the general public. Responds to and resolves issues and complaints in the area of assignment.
- Issues, renews and maintains associated records of the City's business license, animal (dog) and other license programs; conducts investigations associated with licenses; issues licensing notices and collects fees.
- Produces and ensures the execution and ongoing compliance of professional service, lease and other agreements, e.g., airport hangar leases.
- Coordinates the City's encroachment permit process, including ensuring appropriate insurance and other documentation is received and departmental review and authorization is obtained; issues permits and collects fees.
- Recommends and implements improved work methods and procedures for various finance or administrative functions.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS (Minimal qualifications necessary for entry into the classification):

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accounting Technician. A typical way of obtaining the required

qualifications is to possess an Associate degree with major coursework in accounting, finance, bookkeeping, or a closely related field, and two years of accounting experience.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and their application, particularly those pertaining to governmental accounting; principles and practices of bookkeeping; modern office procedures, practices and equipment, including standard automated information hardware and software, spreadsheet and other accounting and business software; financial research and reporting methods, including the compilation, computation and presentation of statistical information; basic principles of mathematics; principles and practices of record keeping and filing; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Understand the technical relationships between accounting documents and transactions based on GAAP; Prepare, maintain, and reconcile various financial, accounting, and statistical records; keep accurate records; write reports and perform tracking specific to assigned department; accurately perform cashiering duties; respond to questions from the public and City personnel regarding policies and procedures for assigned area; quickly and accurately perform mathematical calculations; Interpret, explain, and apply applicable laws, codes, and regulations; work independently and as part of a team in an environment with multiple demands and high volume while maintaining accuracy and taking responsibility for work products; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and verbal directions; observe safety principles and work in a safe manner; effectively communicate, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of applicable word processing, spreadsheet, and other software applications, including billing and financial systems.

FLSA: NON-EXEMPT

**CITY OF CLOVERDALE
ACCOUNTING ASSISTANT I/II**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, learns to perform and performs a variety of clerical and technical accounting duties which, depending upon the assigned duties, may include accounts payable, accounts receivable, billing, cashiering, utility accounts, payroll, business license and general accounting duties; provides customer service in person, via e-mail or other electronic means, and by telephone; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant I

The Accounting Assistant I is the entry level class in the Accounting Assistant series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is distinguished from the next higher classification of Accounting Assistant II in that the latter independently performs the full scope of assigned duties under general supervision.

Accounting Assistant II

The Accounting Assistant II is a journey level classification in which incumbents are expected to perform the full scope of assigned duties, including accounts payable, accounts receivable, utility billing, payroll and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required. This classification is distinguished from the next higher classification of Accountant in that the latter is responsible for the professional accounting duties and supervision duties within the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Accountant Analyst and/or Finance & Accounting Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Performs a variety of clerical and technical accounting duties which, depending upon the area of assignment, may include accounts payable, accounts receivable, utility accounts, and general accounting duties; provides customer service in person, via e-mail or other electronic means, and by telephone; performs cashiering duties.
- Handles accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; processes invoices; receives departmental approval; enters all pertinent information into the City's computer system; generates, prints and mails checks for payment; files and maintains copies of checks with invoice backups; creates various accounts payable reports.
- Receives utility and permit payments and fees, issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds.
- May act in the role of receptionist; answers and routes calls as appropriate; receives the public at the front counter; answers questions and processes requests; assists in sorting and processing mail; maintains a variety of records and files.
- Prepares accounts receivable, including data gathering, invoicing and customer follow-up; receives and posts payments for utility billing and other various fees; handles all collection efforts.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS (Minimal qualifications necessary for entry into the classification):

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accounting Assistant I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Accounting Assistant I

One year of clerical experience, including public contact and some financial record keeping and report preparation, and a high school diploma or equivalent.

Accounting Assistant II

In addition to the above, two years of general clerical experience equivalent to that of an Accounting Assistant I in the City of Cloverdale. College level course work in accounting, bookkeeping or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform 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:

Modern principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting; standard office and administrative procedures and practices; bank deposits and cash handling procedures; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office practices, methods and equipment, including a computer and applicable software; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for accounts payable/receivable and reporting; keep accurate records; write reports and perform tracking specific to assigned department; accurately perform cashiering duties; respond to questions from the public and City personnel regarding policies and procedures for assigned area; quickly and accurately perform mathematical calculations; interpret, explain, and apply applicable laws, codes, and regulations; accurately read, interpret and record data; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and verbal directions; observe safety principles and work in a safe

manner; effectively communicate, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of applicable word processing, spreadsheet, and other software applications, including billing and financial systems.

FLSA: NON-EXEMPT

CITY OF CLOVERDALE ACCOUNTANT ANALYST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, applies principles of accounting to analyze past and present municipal financial operations; assists in the planning, development and control of the City's accounting system; performs professional level accounting duties, including direct supervision of the general accounting, cashiering, payroll, accounts payable, and accounts receivable functions; prepares financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; assists in auditing City funds and accounts; assists in estimating future revenues and expenditures to prepare budgets.

DISTINGUISHING CHARACTERISTICS:

The Accountant Analyst is the journey level professional classification in which incumbents are expected to perform the full scope of professional accounting duties with minimum supervision. Successful performance requires a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgment. The classification is distinguished from the next higher classification of Finance & Accounting Manager in that the latter has overall responsibility for the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Finance & Accounting Manager. May exercise functional and technical supervision of assigned personnel.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Performs professional level accounting duties, including direct supervision of the general accounting, cashiering, payroll, accounts payable, and accounts receivable functions; prepares financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; assists in auditing City funds and accounts.

Accountant Analyst
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- Compiles the monthly balance sheets, cash receipts, and disbursement statements; prepares journal entries and adjustments to the general ledger; prepares a variety of financial and statistical reports, including year-end and month-end reporting.
- Compiles and prepares financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; establishes and maintains complete files and records related to assigned functions; participates in the maintenance of various computer files and records; inputs and retrieves a variety of fiscal and statistical information.
- Assists in preparing annual budgets and budget reports; performs revenue and expenditure forecasting.
- Prepares financial analyses, cost studies and other special financial projects, including overseeing the work of consultants; utilizes cost allocation systems.
- Performs costing and research related to employee negotiations.
- Maintains sound budgetary control over City departmental expenditures; reviews accounting system conformity and compliance with sound accounting procedures and legal requirements.
- Conducts internal audits; works in conjunction with private auditors or outside consultants; verifies the classification of funds and accounts; verifies and checks accuracy of off-line computer generated reports.
- Advises operating departments on established City accounting procedures and regulations; attends meetings and conferences as required.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS (Minimal qualifications necessary for entry into the classification):

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant. A typical way of obtaining the required qualifications is to

possess two years of responsible professional accounting experience, preferably in a public agency setting, and a bachelor's degree in accounting, business administration, finance or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and basic principles of accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting and budgeting, including forecast methodologies; principles and practices of automated financial systems; account analyses; financial statement preparation; auditing; basic billing and collection procedures; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office practices methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Apply accounting principles and practices to a wide variety of standard and non-standard transactions; set-up, maintain and reconcile financial documents, reports and transactions; prepare a variety of financial statements, reports and analyses; analyze, post balance, and reconcile financial data, ledgers, and accounts; prepare the City's payroll and all related functions; review the work of assigned support staff; quickly and accurately perform mathematical calculations; interpret, explain, and apply applicable laws, codes, and regulations; accurately read, interpret, and record data; organize, prioritize, and follow-up on work assignments; work independently and as part of a team in an environment with multiple demands and high volume while maintaining accuracy and taking responsibility for work products; train and assist less experienced personnel; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; maintain confidentiality as required; follow written and verbal directions; observe safety principles and work in a safe manner; effectively communicate, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Accountant Analyst

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Operate standard office equipment, including a computer and a variety of applicable word processing, spreadsheet, database and other software applications, including financial and accounting systems; perform public sector accounting, auditing and budget work; perform revenue and expenditure projections; make public presentations.