AGENDA
ITEM

14

AGENDA STAFF REPORT

DATE: December 6, 2017

TO: Mayor Maritza Hurtado & City Council Members

APPROVED BY: Armando G. Villa, City Manager

PREPARED BY: Rosalind Guerrero, HR/RM Manager

SUBJECT: Add an Accountant job classification for the Finance Department in the adopted FY 2017/18 budget and approve the hiring of a permanent full time Accountant.

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Recommendation:

Approve the addition of an Accountant job classification for the Finance Department in the adopted FY 2017/18 budget and the hiring of a permanent full time Accountant.

Background:

The Finance Department requests the filling of an "Accountant" position that will assist the department in performing duties of analyzing, auditing, reconciling, and the preparation of financial, statistical, and budgetary reports.

Discussion & Analysis:

The Accountant position is an advanced job classification requiring a Bachelor's degree in accounting and professional accounting experience. The adopted budget for fiscal year 2017-18 did not include an accountant position.

Recently an Administrative Assistant transferred out of the Finance Department to another city office, leaving a vacancy. Salary savings of the vacant Administrative Assistant position in the Finance Department will offset the cost of the Accountant position for the remainder of fiscal year 2017-18.

AGENDA ITEM 14

FY 2017-18 BUDGET ALLOCATIONS APPROVED

CLASSIFICATION	EMPLOYEE GROUP	ADOPTED 2017-18	DECEMBER 6, 2017 RECOMMENDED
Acting Finance Director	Mid-Management	1	1
Finance Director	Contract	1	1
Accounting Assistant	CMEA	3	3
Administrative Assistant	CMEA	2	1
Executive Assistant	CMEA	1	1
Records Assistant	CMEA	1	1
Payroll Technician	CMEA	1	1
Accountant	CMEA	0	1
		10	10

Fiscal Impact: Salary + benefits: $56,000 annually (approximately)

Coordinated With: City Administration and Finance Department

Attachments: Job Description - Accountant

CITY OF CALEXICO

CLASS TITLE: ACCOUNTANT

SALARY: $3,501.00 - $4,255.00

BASIC FUNCTION:

Under the direction of the Finance Manager, perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining and adjusting City accounts and budgets; establish, analyze, audit, reconcile and maintain a variety of financial records; prepare and audit a variety of financial, statistical and budgetary reports and statements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of professional, advanced and complex accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining and adjusting City accounts and budgets; assure financial activity of assigned accounts complies with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.

Review, audit, analyze, reconcile and adjust bank, accounts payable, payroll, general ledger and other City accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect revenue and expenditures; balance accounts, audit for errors and make appropriate adjustments; process account and budget transfers, deposits, adjustments and other transactions as needed.

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, transfers, reconciliations, capital leases, benefits, daily cash, insurance claims, returned checks and assigned duties; prepare the quarterly financial report for the City Council.

Review, analyze and audit financial statements, records, reports and related documents to assure accuracy, completeness and compliance with established guidelines, requirements, procedures and Generally Accepted Accounting Principles; analyze, verify and audit cash accounts against the general ledger.

Research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to City accounts, budgets, programs and activities; compare and reconcile ledgers, statements, records, documents and reports to identify errors and discrepancies; participate in the research, investigation and resolution of financial issues, errors and discrepancies.

Reconcile banking and various other fiscal statements prepared by outside agencies to assure accurate fund accounting; assure financial statements, transactions and account balances match City records and reports as assigned; receive, audit and process checks and other revenue; process and maintain returned checks; monitor and control periodic loan payoffs.

Provide consultation to administrators and personnel concerning City accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, transactions, records, reports, requirements, laws, codes, regulations, policies and procedures; advise management concerning material variations to GAAP.

Provide administrative support in the review, preparation and development of the City's annual budget as directed; prepare income, expenditure and cash flow projections to assist with budget preparation; analyze costs and provide recommendations concerning budgetary allocations.

Train and provide work direction and guidance to designated personnel; assign employee duties and review work for accuracy, completeness and compliance with established requirements.

Coordinate and provide grant and loan program accounting and monitoring; oversee the recording and monitoring of long-term debt transactions for the City; assist in debt issuance and the review of bond documents; process and record capital assets including inventory verification and project cost analysis and verification.

Assure mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established time lines.

Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Communicate with administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; compose, distribute and respond to a variety of correspondence.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Perform a variety of special accounting projects in support of assigned functions as required.

Confer with independent auditors and provide documentation and information related to financial statements; perform internal audits as requests.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods, procedures and terminology used in professional accounting work.
Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Preparation, review and control of assigned accounts.
General accounting, budget and business functions of a city government.
Policies and objectives of assigned programs and activities.
Budgeting practices regarding monitoring and control.
Financial analysis and projection techniques.
Record retrieval and storage systems.
Research and statistical evaluation techniques.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining and adjusting City accounts and budgets.
Prepare and analyze comprehensive financial statements and accounting reports.
Maintain accurate financial and statistical records.
Provide administrative support in the review, preparation and development of the City's annual budget as directed.
Calculate, post, audit and adjust journal entries including income and expenditures.
Reconcile various fiscal statements to assure accurate fund accounting as assigned.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Compare numbers and detect errors efficiently.
Evaluate financial and budgetary data and prepare forecasts and recommendations.
Identify, research, investigate and resolve financial issues, errors and discrepancies
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Plan and organize work.
Analyze financial data and prepare reports, forecasts and recommendations.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and two years professional accounting experience performing varied financial analysis, record-keeping and report preparation duties.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for extended periods of time.