



# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Approving the New Job Description & Salary Range for Senior Accountant and the Amended Job Specification for Accountant I/II.

**MEETING DATE:** Wednesday, February 5, 2003

**SUBMITTED BY:** Human Resources Director

**RECOMMENDED ACTION:** To adopt resolution approving the new job description and salary range for Senior Accountant and the amended job specification for Accountant I/II.

**BACKGROUND INFORMATION:** During Mid-Management labor negotiations it was agreed that one position of Accountant I/II, which appeared to be working out of class would be reviewed. Human Resources staff conducted a classification study and found that due to the increase in responsibilities and supervision over eight (8) accounting positions, the job should be that of an Senior Accountant. The job specification is attached (Exhibit A).

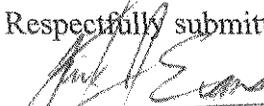
The new salary range for this position is as follows:

Classification	Step A	Step B	Step C	Step D	Step E
Senior Accountant	4,561.72	4742.55	4,979.68	5,228.67	5,490.10

Additionally, the job specification for Accountant I/II has been updated. For Council Members convenience the job specification has been attached with changes highlighted (Attachment A).

**FUNDING:** \$3,267.60 (annual cost) – will be absorbed in current Finance budget.

Respectfully submitted,

  
 for Joanne M. Narloch, Human Resources Director

cc: City Attorney  
 Vicky McAthie, Finance Director  
 Curt Juran, President – Mid-Management Unit

Prepared By: Amy Flores, Management Analyst

APPROVED:

  
 H. Dixon Flynn -- City Manager

“DATE”

## SENIOR ACCOUNTANT

### DEFINITION:

Under general direction, performs complex management, administrative and professional work in a variety of areas in finance, including planning, organizing, directing, and reviewing programs and activities related to the finance accounting section . Performs professional level accounting procedures, generation of accounting reports, and maintenance of the City's accounting system.

### DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level classification in the professional accountant series. An incumbent manages or administers finance programs; performs complex range of technical accounting tasks, responsible for analyzing and modifying the City's accounting system with the assistance with the approval of finance department management staff, internal and external audits, budget development process, cost accounting programs, supervision of personnel in the Accounting section, accounting operations and other related duties.

### SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Accounting Manager and Finance Director. Excercises supervision over personnel assigned to the Accounting section of the Finance Department.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assists with and performs a variety of personnel actions including selections, training, promotions, performance evaluations, disciplinary measures, and dismissals;
- Plans, assigns, directs, and reviews the work of personnel in the Accounting Section;
- Oversees and assists staff in the preparation of comprehensive annual financial statements;
- Prepares various financial reports such as the State Controller's Report;
- Oversees city-wide financial grant reporting to various State and Federal sources;
- Assists in the annual audit and various State and Federal audits;
- Prepares technically complex journal vouchers;
- Provides assistance to departments in developing respective budgets;
- Assists in the development and implementation of goals, objectives, policies, and priorities for the Finance Department;

- Reviews claims vouchers and designs accounting procedures that comply with current accounting practices, legal mandates, and special grant funding;
- Trains and guides City staff in proper accounting procedures;
- Reviews monthly internal financial reports for discrepancies or budgetary problem and takes remedial action;
- Reviews the payroll reports for discrepancies or budgetary problem and takes remedial action;
- Acts as Accounting Manager in his/her absence;
- Prepares budget requests for various non-departmental accounts;
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Generally accepted accounting principles and standard procedures;
- Principles and procedures of government accounting;
- Principles and procedures of government budgeting;
- Automated financial systems;
- Modern office practices and procedures;
- Principles and practices of supervision;
- City of Lodi accounting procedures.

#### **Ability to:**

- Supervise the work of others;
- Perform technical accounting procedures;
- Keep financial records neatly and accurately;
- Compile, interpret, and analyze financial data;
- Communicate clearly, orally and in writing;
- Operate a computer terminal for various financial applications.

**EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Bachelor's Degree in Accounting or related field.

Experience:

Three years of increasingly responsible public accounting experience in a professional capacity which has included responsibilities in more than one of the responsibility areas outlined above. Additional professional-level experience as outlined above may be substituted for college education on a year-for-year basis to a maximum of two years.

**LICENSES AND CERTIFICATES:**

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

“Date”

**ACCOUNTANT I  
ACCOUNTANT II**

**DEFINITION:**

Under direction performs a variety of functions which this specification will indicate in generalized terms. Performs professional level accounting procedures, generation of accounting reports, and maintenance of the City’s accounting system. ~~Responsible for the work of the Accounting section of the Finance Department.~~ This is a flexibly staffed class series in that the Accountant I may reasonably expect to progress to the II level with training, experience, and satisfactory performance.

**DISTINGUISHING CHARACTERISTICS:**

Accountant I – This is the entry level for the professional accounting series. It is distinguished from the Senior Account Clerks in that it performs accounting tasks requiring more extensive knowledge of the ~~generally accepted~~ principles of accounting. It is distinguished from the Accountant II class by the extent of working experience and by less supervisory responsibility.

Accountant II – The Accountant II is a journey level accounting professional for the City. It is distinguished from the Accountant I in that the position performs a broader range of technical accounting tasks, has a more extensive knowledge of accounting principles, is responsible for analyzing and modifying the City’s accounting system with the assistance and approval of Finance Department management staff, ~~and is required to supervise personnel in the Accounting section.~~

**SUPERVISION EXERCISED AND RECEIVED:**

Accountant I

Receives direction from higher level position in the Finance Department.

Accountant II

Receives general direction from the ~~Senior Accountant, Accounting Manager~~ and Finance Director ~~and Assistant Finance Director.~~

~~Exercises general supervision over personnel assigned to the Accounting section of the Finance Department.~~

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- ~~Assists with and performs a variety of personnel actions including selections, training, promotions, performance evaluations, disciplinary measures and dismissals.~~
- ~~Plans, assigns, directs and reviews the work of personnel in the Accounting section.~~
- Oversees and assists staff in the preparation of comprehensive annual financial statements;
- Prepares various financial reports such as the State Controller's Report, State Mandated cost claims, fuel tax returns, and the Transit Operators Report;
- ~~Assists in the annual audit and various state and Federal audits.~~
- Prepares technically complex journal vouchers;
- Reviews claims vouchers and designs accounting procedures that comply with current accounting practices, legal mandates, and special grant funding;
- Trains and guides City staff in proper accounting procedures;
- Maintains contact files for major projects;
- Reconciles monthly Utility Deposits trust account;
- Capitalizes and reconciles fixed assets, determines asset lives, sets up equipment ledgers, and reviews depreciation calculations;
- Reviews monthly internal financial reports for discrepancies or budgetary problem and takes remedial action;
- Prepares budget requests for various non-departmental accounts;
- Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**Accountant I**

**Knowledge of:**

- ~~Generally accepted accounting principles and standard procedures;~~
- Principles and procedures of government accounting;
- Principles and procedures of government budgeting;
- Automated financial systems;
- Modern office practices and procedures.

**Ability to:**

- Perform technical accounting procedures;
- Keep financial records neatly and accurately;
- Compile, interpret, and analyze financial data;
- Communicate clearly, orally and in writing;
- Operate a computer terminal for various financial applications;

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

**Accountant I**

**Experience:**

None required.

**Education:**

A Bachelors Degree in Accounting or related field.

**Accountant II**

In addition to the requirements of the Accountant I:

**Knowledge of:**

- ~~Principles and practices of supervision.~~
- City of Lodi accounting procedures.

**Ability to:**

- ~~Supervise the work of others.~~

**Experience and Education**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

**Experience:**

Two years in a professional accounting capacity.

Education:

Bachelor's Degree in Accounting or related field.

RESOLUTION NO. 2003-18

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE NEW JOB DESCRIPTION AND SALARY  
RANGE FOR THE POSITION OF SENIOR ACCOUNTANT  
AND FURTHER APPROVING THE AMENDED JOB  
SPECIFICATION FOR ACCOUNTANT I/II

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the new job description for the position of Senior Accountant, as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED that the salary range for Senior Accountant shall be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$4,561.72	\$4,742.55	\$4,979.68	\$5,228.67	\$5,490.10

BE IT FURTHER RESOLVED that the City Council hereby approves the amended job specification for Accountant I/II, as shown on Exhibit B attached.

Dated: February 5, 2003

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I hereby certify that Resolution No. 2003-18 was passed and adopted by the City Council of the City of Lodi in a regular meeting held February 5, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk

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### MINIMUM QUALIFICATIONS

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CITY OF LODI

February 5, 2003

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### MINIMUM QUALIFICATIONS

#### Accountant I

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**Accountant I**

**Experience:**

None required.

**Education:**

A Bachelors Degree in Accounting or related field.

**Accountant II**

In addition to the requirements of the Accountant I:

**Knowledge of:**

- City of Lodi accounting procedures.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

**Experience:**

Two years in a professional accounting capacity.

**Education:**

Bachelor's Degree in Accounting or related field.