

RESOLUTION NO. 92-157
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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REORGANIZATION OF THE CITY'S FINANCE DEPARTMENT
AND AUTHORIZING COMPENSATION ADJUSTMENTS

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WHEREAS, the Lodi City Council has directed staff to reduce operating costs and to improve the efficiency of City services; and

WHEREAS, the City Manager has recommended the reorganization of the Finance Department to reduce the City's operating costs by abolishing the position of the Assistant Finance Director at an annual gross savings to the City of \$60,000 per year in personnel compensation; and

WHEREAS, the City Manager has recommended that the duties of the Assistant Finance Director be distributed to the Accountant II and the Revenue/Collection Technician; and

WHEREAS, the City Manager has recommended that these position classifications be re-titled Accounting Manager and Revenue Manager and that the incumbents be assigned these duties effective August 31, 1992; and

WHEREAS, THE City Manager has recommended that other positions in the Finance Department be reviewed by the Personnel Department for possible reclassification and compensation adjustment;

NOW, THEREFORE, BE IT RESOLVED, the City Council authorizes the reorganization of the Finance Department as recommended.

Dated: September 2, 1992

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I hereby certify that Resolution No. 92-157 was passed and adopted by the Lodi City Council in a regular meeting held September 2, 1992 by the following vote:

Ayes: Council Members - Hinchman, Pennino, Sieglock, Snider
and Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk *by jnd*

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ACCOUNTING MANAGER

DEFINITION:

Under general direction, the Accounting Manager performs highly responsible and professional work in planning, organizing, directing, and reviewing programs and activities related to the management of the City's accounting and financial reporting systems. Responsible for management of the City's interim and annual financial reporting needs, internal and external audits, budget development process, cost accounting programs, accounting operations, and other related duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Director of Finance. Exercises supervision over professional, technical and clerical staff as assigned.

EXAMPLES OF DUTIES:

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

Administers the Finance Department's accounting program.

Coordinates internal and external audit programs and activities.

Manages cost accounting programs including the preparation of cost allocation plans, preparation of cost of service studies, and design and implementation of fee programs.

Reviews claims vouchers and designs accounting procedures that comply with current accounting practices, legal mandates, and special grant funding.

Directs the preparation of interim and annual financial reports in accordance with generally accepted accounting principles.

Prepares analytical, accounting, and management reports as required.

Prepares and implements policies, procedures, and systems for efficient and effective accounting and financial reporting operations.

Reviews internal financial reports for discrepancies or budgetary problems and takes appropriate action.

EXAMPLES OF DUTIES (Cont.)

Directs, trains, and evaluates Finance Department staff regarding the City's financial accounting and reporting policies, procedures, and capabilities.

Assists with and performs a variety of personnel actions including selection, training, promotion, performance evaluations, disciplinary measures, and dismissals.

Plans, assigns, directs, and reviews the work of personnel.

Assists in the preparation of the City's Budget.

Provides assistance to departments in developing respective budgets.

Assists in the preparation and implementation of the Finance Department's budget.

Assists in the development and implementation of goals, objectives, policies, and priorities for the Finance Department.

Acts as Director of Finance in his/her absence.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and procedures of government accounting and budgeting;
Accounting and financial reporting policies, principles, and standards;
Methods of preparing and implementing of cost allocation plans;
Budgetary systems and procedures;
Financial planning practices.
Principles and practices of analysis, problem solving, and decision-making.
Principles and practices of supervision, training, and performance evaluation.
Automated financial systems.

Ability to:

Plan, organize, and supervise the activities of the accounting functions of the Finance Department.
Establish and maintain financial and accounting systems;

Ability to: (cont'd)

Supervise, train and evaluate subordinates;
Prepare clear, concise and complete financial documents, reports, and correspondence;
Communicate clearly and concisely;
Use automated information systems, including personal computer word-processing and spreadsheet applications;
Compile, interpret, and analyze financial data;
Perform complex technical accounting procedures;
Establish priorities;
Develop administrative procedures and operations and evaluate their efficiency and effectiveness, and make recommendations.
Establish and maintain effective working relationships with those contacted during the course of work.
Make effective public presentations to City Council and management staff.

EDUCATION AND EXPERIENCE:

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

Education:

Bachelor of Arts degree in accounting, finance, business administration, economics, public administration, or related field.

Experience:

Three years of increasingly responsible professional work experience in financial management operations, one year of which shall have been in a lead or a supervisory capacity.

In addition, increasingly responsible experience in accounting which would have provided the knowledge and skills outlined above may be substituted for the college education at the discretion of the appointing authority.

REVENUE MANAGER

DEFINITION:

Under general direction, the Revenue Manager performs highly responsible and professional work in planning, organizing, directing, and reviewing programs and activities related to the management of revenue sources. Responsible for management of the City's investment portfolio, debt financing activities, banking services, revenue collection and forecasting, customer service activities, and other related duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Finance Director. Exercises supervision over technical and clerical staff as assigned.

EXAMPLES OF DUTIES:

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

Manages the City's investment portfolio, including the development and implementation of investment policies, strategies, procedures, and reporting practices.

Establishes effective banking service relationships with the City's operating banks and the general banking community.

Manages the City's collection and debt service activities including the scheduling of debt payments, maintenance of outstanding debt obligations, reporting as required to various regulatory agencies, and administration of trustee and paying agent contracts.

Prepares revenue forecasts and monitors the performance of key revenue sources such as sales taxes, business taxes, transient occupancy taxes, and various service charges and development impact fees.

Administers the Finance Department's customer services programs.

Interprets, directs and evaluates the City's tax and fee collection operations.

EXAMPLES OF DUTIES (Cont.)

Prepares analytical, accounting, and management reports as required.

Directs, trains, and evaluates Finance Department staff regarding the City's revenue and collection policies, procedures and practices.

Prepares and implements policies and procedures for revenue management operations.

Assists in the preparation of the City's Budget.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and procedures of government accounting and budgeting;
Accounting and financial reporting policies, principles, and standards;
Investment management practices;
Revenue forecasting methods;
Debt management principles.
Principles and practices of supervision, training, and performance evaluation.
Automated financial systems.

Ability to:

Plan, organize, and supervise the activities of the revenue and collection functions of the Finance Department.
Establish and maintain financial systems;
Supervise, train and evaluate subordinates;
Prepare clear, concise and complete financial documents, reports, and correspondence;
Communicate clearly and concisely;
Perform under stressful conditions.
Make effective public presentations to City Council and management staff.

Ability to: (cont'd)

Establish and maintain effective working relationships with those contacted in the course of work;

Use automated information systems, including personal computer word-processing and spreadsheet applications;

Perform complex and technical financial procedures;

Establish priorities;

Develop administrative procedures and operations and evaluate their efficiency and effectiveness, and make recommendations;

Compile, interpret, and analyze financial data.

EDUCATION AND EXPERIENCE:

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

Education:

Bachelor of Arts degree in accounting, finance, business administration, economics, public administration, or related field.

Experience:

Three years of increasingly responsible professional work experience in accounting, revenue management, or investment operations, one year of which shall have been in a lead or supervisory capacity.

In addition, increasingly responsible experience in revenue and collection which would have provided the knowledge and skills outlined above may be substituted for the college education at the discretion of the appointing authority.