

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: February 5, 2019
 To: Honorable Mayor and City Councilmembers
 From: Ana Kwong – Finance Director
 Subject: Approval of Job Description Revision for Accounting Supervisor position
 Recommendation: That the City Council Approve the job description revision for an Accounting Supervisor position
 Funding: Currently Budgeted: Yes No N/A
 Net General Fund Cost:
 If Cost to Other Fund(s),

INTRODUCTION:

The item is to request that the City Council Approve the revision of the job description for Accounting Supervisor in the Finance Department.

BACKGROUND:

On February 6, 2018, the City Council was presented with a budget adjustment for a reclassification of a Junior Accountant's position to a mid-level Accounting Supervisor due to a departmental reorganization. The budget amendment allowed for the Finance Department to reorganize its department to improve its workflow and increase its effectiveness and efficiency. On March 6, 2018, the Accounting Supervisor position job description was approved by the City Council.

DISCUSSION:

The position is classified as a confidential where the incumbent is privy to confidential matters affecting the employer-employee relationship. Confidential employees have access to, knowledge of, or participate in confidential matters relating to labor relations. Confidential matters:

1. must deal with the employer's strategy or position in collective bargaining, contract (labor agreement) administration, or similar matters pertaining to labor relations and provide assistance when applicable with grievance handling between the bargaining representative and the employer; and
2. must not be information which is available to the employees' bargaining representative (i.e., a position must be privy to management strategy information regarding employment relations).

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Although the position is currently vacant of a permanent employee, the duties and responsibilities of this position are being completed by temporary staffing. The City undertook an informal recruitment process; however, the City received no responsive applications. The City, in consultation with our Personnel consultant, determined that in order for the City to have a successful recruitment for this supervisory position, it was necessary to amend, revise and update the job description. With this revision, the City will have a current job description that reflects the actual job duties, knowledge, skills, abilities, and experience required by the position. Both recruitment and retention will be more successful if the job description accurately reflects the position's duties and assignments.

FISCAL IMPACT:

There are no recommended changes to salary and benefits for the position.

RECOMMENDATION:

That the City Council Approve a revised job description for the Accounting Supervisor position.

Attachments:

Job Description – Accounting Supervisor

**City of Sebastopol
Job Description**

Job Title: Accounting Supervisor (CONFIDENTIAL)
Division: Miscellaneous
Department: Finance
Location: City Hall
Shift: Daytime
Reports To: Finance Director
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: 3/6/2018; Revision approved: _____
FLSA Status: Exempt

GENERAL POSITION SUMMARY

Under general direction of the Finance Director, this position plans, directs, and supervises the Accounting functions of the City, including general accounting, accounts payable, accounts receivable, payroll and reporting, purchasing, cashiering, utility billing, business license and other systems as assigned. The incumbent will supervise the technical and support staff of the Department, and perform professional level tasks in all assigned areas of responsibility, as well as provide highly responsible and complex assistance to the Finance Director.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Finance Director.
This position is responsible for direct supervision of the accounting and general office administration staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Supervise, direct, and evaluate the work of Finance Department staff; provide performance coaching and training to accounting staff as needed.
2. Manage the day-to-day accounting functions of the City.
3. Perform the City's financial accounting in accordance with Generally Accepted Accounting Principles (GAAP)
4. Maintain the general ledger.
5. Provide technical assistance to other staff.
6. Reconcile all financial accounts.
7. Perform the City's cash management and banking activities.
8. Perform grant administration, reporting and reimbursement.
9. Develop, implement, and enforce accounting policies, procedures, and standards; recommend changes to accounting procedures as needed.
10. Maintain fiscal integrity of the computerized financial system.
11. Respond to special requests for financial data and analysis, provide information to other local, state and federal agencies as requested.
12. Develop and recommend policy, procedures, and internal controls for customer service related to utility accounts and collection.
13. Guide staff in the resolution of utility billing discrepancies, clarification of fee structures, or other customer service issues.
14. Oversee contracted services for the City's IT infrastructure; assist consultant with troubleshooting.
15. Interpret City ordinances in order to provide staff with guidance to issue licenses and permits as required.

16. Process payroll transactions for City employees and generates reporting compliance with Federal and State agencies.
17. Maintains employment, compensation, and benefits records.
18. Administer personnel, benefits and leave questions for city staff and general public.
19. Collaborates with the Finance Director to develop and department goals, objectives, policies, procedures, and short/long range plans.
20. As assigned, coordinate the audit process with external auditors and other auditing agencies. May act as liaison with other City staff for audit purposes; assigns and establishes deadlines for contributions from other department staff.
21. May participate in the preparation of: monthly, quarterly, and annual financial reports of all City funds; financial forecasts for the City, including revenue and expenditure projections; the City's annual budget and budgeting procedures; comprehensive rate studies for the City's utilities and other fee structures.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Project management, time management, and supervisory techniques.
- Generally Accepted Accounting Principles (GAAP), financial analysis, and research techniques.
- Municipal accounting and budgetary principles, practices, operations, and procedures.
- Principles of payroll processing, management, and reporting.
- Principles of cost and budgetary accounting.
- Current computer systems and application programs such as Microsoft Office Suite and Springbrook.

Ability to:

- Communicate expectations and feedback effectively to subordinate staff.
- Interpret and explain accounting policies and procedures.
- Identify problems or issues and develop solutions.
- Communicate clearly and accurately, both orally and in writing.
- Maintain confidentiality as required.
- Prepare accurate financial reports.
- Build and maintain effective working relationships with internal staff and external customers and contacts.
- Manage multiple assignments and allocate resources to meet deadlines.
- Attend state, regional, or local meetings and training opportunities as deemed necessary.
- Operate common office machines including telephone, computer, fax, and copier.

Language Skills:

- Ability to read, analyze, and interpret governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to present information and respond to questions from internal and external customers.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra.

Reasoning Ability:

- Ability to solve practical problems.
- Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

- Any combination of education, experience, and training that would provide the required knowledge and abilities required for this position will qualify.

EDUCATION AND/OR EXPERIENCE

Any combination of education, experience and training that would provide the required knowledge and abilities required for this position will qualify. A typical pattern of qualifications may include: Possession of a Bachelor's Degree in accounting, finance or closely related field, with three (3) years of progressively responsible accounting work experience. Experience in municipal or other governmental environment is highly desirable, as is a minimum of one (1) years of work experience in a supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires possession of a valid California driver's license with a clean driving record to meet the standards of City liability insurance requirements.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, and the incumbent is frequently required to sit for an extended period of time. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

At times, the incumbent may be required to work more than ten hours per day or forty hours per week.