

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**OCTOBER 16, 2018 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
POSITION DESCRIPTION UPDATES	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

**SYNOPSIS**

Job descriptions for positions in Finance for the Accountant have been updated and a new job description has been created for the Financial Analyst.

**FISCAL IMPACT**

The positions are currently budgeted.

**RECOMMENDATION**

Approval

**BACKGROUND**

Updates for the following position has been prepared for the Accountant. The FY19 budget includes a new position in Finance and a new job description has been prepared for the Financial Analyst.

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Accountant  
**POSITION REPORTS To:** Finance Director  
**POSITION SUPERVISES:**

### **DESCRIPTION:**

Under the direction of the Finance Director is responsible for performing entry level professional accounting such as reconciling general ledger accounts, processing internal allocations, preparing financial reports, assisting with the annual audit, providing annual budget support, investment and cash management support, debt issuance support, and performing research and analysis related to management objectives. Work requires limited supervision and the use of independent judgment and discretion.

### **ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Performs a variety of reconciliations and prepares related reports on applicable financial activities, including: cash, investments, accounts payable, property taxes, returned checks, and/or other applicable areas.
2. Prepares a variety of monthly allocations and calculations and related journal entries.
3. Investigates discrepancies in accounting and other internal systems shortcomings, makes recommendations for resolutions.
4. Participates in preparing annual work papers and prepares related journal entries.
5. Prepares and processes month-end journal entries and month end-closing.
6. Maintains fixed asset financial module and reports.
7. Prepares and distributes monthly financial and revenue reports.
8. Maintains special assessment files.
9. Assists with the annual audit.
10. Assists in preparing the City's annual budget and related supporting documentation.
11. Oversees and maintains the City's Enterprise Resource Planning Software System.
12. Oversee review and audit of the City's Purchasing Card program.
13. Provides assistance to the Director of Finance as needed.
14. Conducts or assists with special projects as the situation dictates.
15. Performs other duties as assigned or as the situation dictates.
  1. Prepares month-end bank account reconciliations.
  2. Prepares and processes month-end journal entries.
  3. Maintains fixed asset financial module and reports.
  4. Prepares and distributes monthly Council reports.
  5. Maintains special assessment files.
  6. Assists in designing computer generated special reports.
  7. Assists with the annual audit.
  8. Assists with annual budget.
  9. Assists with account reconciliations.
  10. In the absence of the Accounting Clerk prepares and processes biweekly payroll information, including direct deposit transmission and issuing checks.
  11. Assists with special projects as required.
  12. Performs other duties as directed or as the situation dictates.
  13. Updates payroll maintenance bi-weekly

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal levels.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Professional level accountant with a Bachelor's degree in accounting
2. Minimum of two years of accounting experience or any equivalent of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of Generally Accepted Accounting Principles and financial reporting.
2. Knowledge of the municipal budgeting processExperience with budget preparations, controls, and legal requirements and practices.
- 2.3. Knowledge of Microsoft Office applications with particular emphasis/ability with Excel, Word and financial software programs.
- 3.4. Knowledge of standard office policies and procedures.
- 4.5. Knowledge of auditing and reconciliation processesSkill to reconcile accounts and develop approaches/techniques to problem resolution.
- 5.6. Basic mathematical skillsMathematical skills that produce reliable calculations.
- 6.7. Ability to maintain confidentiality.
- 7.8. Basic knowledge of word processing, spreadsheets and databases, preferably MS Office, Word, Excel and AccessAdvanced Microsoft Office product skills and Excel skills including the ability to calculate and tabulate data.
- 8.9. Ability to read and write proficiently.
- 9.10. Ability to apply common sense understanding in carrying out written and oral instructions.
- 10.11. Ability to communicate effectively, both orally and in writing.
- 11.12. Ability to work independently without direct supervision.
- 12.13. Ability to prioritize work, meet deadlines and make decisions on the basis of established policies and procedures.
- 13.14. Telephone and customer service skillsSkill to utilize a variety of data sources to include general ledger systems, CAFR's, monthly financial reports, City policies and other sources as needed.
- 14.15. Ability to operate standard office equipment, such as personal computer, postage meter, photocopier and fax machine.
16. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and the general public.
- 15.17. Demonstrate a collaborative and flexible style, especially during times of change.
- 16.18. Ability to maintain regular and dependable attendance on the job.

**CONTRIBUTIONS THIS POSITION MAKES TO THE CITY**

This position provides highly responsible assistance to the Finance Director and contributes to the success of the City by working closely with the Finance Team on complex and strategic initiatives dealing with municipal budget, financial reports, reconciliations, cash management and auditing support.

**DISCLAIMER:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

**Note: Background check and drug screening tests will follow all conditional offers of employment.**

I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Financial Analyst

**POSITION REPORTS TO:** Finance Director

**POSITION SUPERVISES:**

### **DESCRIPTION**

Under the direction of the Finance Director, the Financial Analyst supports fiscal operations by performing professional-level fiscal analysis, research, accounting, forecasting, capital improvement planning and budget related work. Work is performed with latitude for the exercise of independent judgment and action to achieve and promote the City's values of accountability, integrity, and public service.

### **ESSENTIAL FUNCTIONS (with or without reasonable accommodation)**

1. Participates with coordinating the Finance Department operations which include financial activities such as cash management, revenue accounting and budget management.
2. Takes an active role in the City's budget development process, including the following: preparing data for use by departments in developing budget submissions; providing assistance and guidance to departments; evaluating reasonableness of budget submissions; developing revenue, expenditure and reserve projections; tracking changes to budget plan; consolidating data and preparing reports and development of the State budget.
3. Monitors City revenue and expenditure patterns and assists departments in reconciling budget difficulties that arise in the course of the fiscal year.
4. Prepares the 5 year financial forecast.
5. Assists with coordination and work paper preparation associated with the City's annual independent audit.
6. Assists with preparation of Comprehensive Annual Financial Report in conformance with generally accepted accounting procedures.
7. Assists in the development and ongoing support of the Capital Improvement Program.
8. Recommends policies and/or procedures to streamline operations, financial transactions, and purchases to improve efficiencies and effectiveness within the department.
9. Performs a variety of delegated research tasks and projects, documents findings, prepares reports, graphs, charts and other illustrative materials as required.
10. Assists in monitoring City franchise agreements and handling associated correspondence for agreements
11. Assists with issuance of municipal debt including general obligation debt, tax abatements and TIF's.
12. Performs special projects at the request of management, to include research, analysis, and recommendations.
13. Performs other duties as directed or as the situation dictates.

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

- Must be able to hear at normal conversational levels.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited four-year college or university with a degree in Accounting, Finance, Business, Public Administration Statistics or relevant field. MBA or MPA is desirable but not required.
2. Three years of responsible accounting/finance experience preferably in municipal finance activities. Experience in public sector finance and/or CPA is desirable but not required.
3. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of Generally Accepted Accounting Principles and financial reporting.
2. Advanced knowledge of Excel formulas, linkages, database functions, three dimensional spreadsheets and writing/executing macros.
3. Knowledge of operational characteristics and activities of a comprehensive municipal finance program, including budgeting, accounting and auditing.
4. Ability to evaluate programs, policies and operational needs.
5. Ability to analyze financial data to create reports; utilize tools, models and presentations to forecast trends and make projections.
6. Ability to design and produce financial presentations via MS PowerPoint for a variety of audiences.
7. Ability to communicate budget, research and analytical findings in a professional setting and manner including professional writing and presenting through a variety of media resources.
8. Proficiency with advanced principles and practices of municipal budget preparation, administration, revenue forecasting and analysis, finance and fiscal planning.
9. Working knowledge of Microsoft Office applications with particular emphasis on emphasis/ability with Excel, Word, PowerPoint, and financial software programs.
10. Familiarity with generally accepted office procedures and behavior.
11. Ability to maintain confidentiality.
12. Ability to work a varying schedule.
13. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
14. Demonstrate a collaborative and flexible style, especially during times of change.
15. Ability to maintain regular and dependable attendance on the job.

#### **CONTRIBUTIONS THIS POSITION MAKES TO THE CITY**

This position provides highly responsible assistance to the Finance Director and contributes to the success of the City by working closely with the Finance Team on complex and strategic initiatives dealing with municipal budget, long-range forecasting, Capital Improvements and auditing.

**Note: Background check and drug screening tests will follow all conditional offers of employment**

#### **DISCLAIMER**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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Signature

Date