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MAY 6 2020

City of South Gate

Item No. 6

CITY COUNCIL

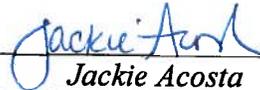
CITY OF SOUTH GATE  
OFFICE OF THE CITY MANAGER

8:50am

AGENDA BILL

For the Regular Meeting of: May 12, 2020  
Originating Department: Administrative Services

Department Director:

  
Jackie Acosta

City Manager:

  
Michael Flad

**SUBJECT:** RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE SENIOR ACCOUNTANT POSITION IN THE ADMINISTRATIVE SERVICES DEPARTMENT

**PURPOSE:** To update the job specification of the Senior Accountant position in the Administrative Services Department, to bring it up to date before beginning the recruitment process.

**RECOMMENDED ACTION:** Adopt Resolution amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) to update the job specification of the Senior Accountant position in the Administrative Services Department.

**FISCAL IMPACT:** There is no fiscal impact associated with updating the job specification of the Senior Accountant position. The Fiscal Year 2019/20 budget includes funding for this position.

**ANALYSIS:** None

**BACKGROUND:** One of the two Senior Accountant positions was recently vacated due to a retirement. Staff is recommending updating the job specification before opening the position for recruitment.

As the City Council is aware, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments.

Human Resources staff worked with the Administrative Services Department to update the job specification for the Senior Accountant position. As one of two Senior Accountant positions is still filled, Administrative Services management reviewed the proposed changes with the incumbent and he was in agreement. Staff also corresponded with the Professional and Mid-Management Association (PMMA) Board Members to inform them of the proposed changes and they were in agreement.

**ATTACHMENTS:** A) Proposed Resolution (with updated job specification)  
B) Red-lined Senior Accountant job specification

**RESOLUTION NO. \_\_\_\_\_**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE SENIOR ACCOUNTANT POSITION IN THE ADMINISTRATIVE SERVICES DEPARTMENT**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to update the job specification of the Senior Accountant position in the Administrative Services Department; and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary to the job specification of the Senior Accountant position, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A;" and

**WHEREAS**, the City, in consultation with the Human Resources Division and the Administrative Services Department, has determined that it is proper to update the job specification of the Senior Accountant position;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to update the position of Senior Accountant in the Administrative Services Department.

**SECTION 2.** The City Council hereby approves and adopts the proposed job specification for the Senior Accountant position, attached hereto as Exhibit "A."

**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 12<sup>th</sup> day of May 2020.

**CITY OF SOUTH GATE:**

By: \_\_\_\_\_  
Maria Davila, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

By:  \_\_\_\_\_  
Raul F. Salinas, City Attorney

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**SENIOR ACCOUNTANT**

**DESCRIPTION**

Under general direction, performs advanced level professional accounting and financial analysis work in the maintenance and control of the City's accounting systems; performs related duties as required.

**CLASS CHARACTERISTICS**

The Senior Accountant is a single position classification which performs complex accounting functions in the Finance Division. This classification is distinguished from the Accountant classification by difficulty and complexity of work performed and the use of a high degree of independent judgment in making decisions. Incumbents in this classification may provide guidance to para-professional and/or professional level staff.

**SUPERVISION RECEIVED**

Works under the general supervision of the Deputy Director of Administrative Services/Finance.

**SUPERVISION EXERCISED**

May supervise the work of para-professional and/or professional staff.

**ESSENTIAL FUNCTIONS**

*The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

Performs difficult and specialized professional accounting work in the maintenance of financial records (e.g. bank reconciliations, CIP projects, fixed assets and grants).

Monitors and records financial transactions and assures compliance with state and federal regulations, City policies and goals, and governmental accounting standards.

Assists in the accounting for complex financing projects and agreements (e.g. bonds and leases).

Performs month-end and year-end closing of books, including all necessary entries and reconciliations.

May prepare or assist in the preparation of complex financial reports such as the annual State Controller's Report, the Annual Street Report and the Successor Agency's Recognized Obligation Payment Schedule (ROPS).

Maintains City's debt records including coordinating payments to fiscal agents, preparation of disclosure information and reconciling trustee statements.

Assists in the preparation of the City's annual budget, Single Audit, Comprehensive Annual Financial Report, and various grant audit reports.

May assist with the selection of employees.

Maintain the City's chart of accounts; perform set-up and closing of the general ledger at year-end; and assist in implementation and maintenance of the City's ERP system/database.

Provides technical and functional assistance/backup to Division staff as needed.

May assist in managing the City's cash and investment portfolio.

May perform duties of the Deputy Director of Administrative Services/Finance in his/her absence.

**QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way would be:

**Education and Experience**

Possession of a Bachelor's degree in accounting, finance, business administration or a closely related field and four (4) years of increasingly complex professional level accounting experience.

**Knowledge, Skills, and Abilities**

Knowledge of: generally accepted accounting principles within a municipality; advanced practices, procedures and principles of business accounting, auditing and budgeting; applicable federal, state and local laws, rules and regulations pertaining to government accounting and/or public finance; record keeping procedures; office procedures and equipment; application of electronic data processing to accounting procedures; methods of data collection and evaluation; principles and practices of supervision and leadership.

Ability to: analyze complex accounting activities, develop conclusions and make sound recommendations; apply accounting and auditing principles and procedures; interpret and apply related laws and regulations; prepare and present reports of related activity; direct the preparation and maintenance of accurate records; work independently with little direction; exercise sound judgment; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents may be exposed to repetitive motion. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. Incumbents are not substantially exposed to adverse environmental conditions.

SENIOR ACCOUNTANT  
Created, 09/21/1981  
Repealed, 10/25/1982  
Reinstated, 10/28/1991  
Amended, 05/12/2008  
Amended, 05/12/2020

**City of South Gate**  
CLASS SPECIFICATIONS AND ATTRIBUTES

**SENIOR ACCOUNTANT**

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Under general direction, performs advanced level professional accounting and financial analysis work in the maintenance and control of the City's accounting systems; performs related duties as required.

**CLASS CHARACTERISTICS**

The Senior Accountant is a single position classification which ~~supervises and~~ performs complex accounting functions in the Finance ~~Division~~ department. This classification is distinguished from the Accountant classification by difficulty and complexity of work performed, ~~supervisory responsibility~~ and the use of a high degree of independent judgment in making decisions. Incumbents in this classification ~~may~~ provide guidance to ~~para-professional and/or~~ professional level staff.

**SUPERVISION RECEIVED**

Works under the general supervision of the ~~Deputy~~ Director of ~~Administrative Services/Finance~~.

**SUPERVISION EXERCISED**

~~Exercises direct supervision over subordinate staff in execution of assigned duties. May supervise the work of para-professional and/or professional staff.~~

**ESSENTIAL FUNCTIONS**

*The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.* ~~Essential functions include, but are not limited to, the following:~~

Performs ~~the most~~ difficult and specialized professional accounting work in the maintenance of financial records (e.g. bank reconciliations, CIP projects, fixed assets and grants).

~~Monitors and records financial transactions and assures compliance with state and federal regulations, City policies and goals, and governmental accounting standards.~~

Assists in the accounting for complex financing projects and agreements (e.g. bonds and leases).

Performs month-end and year-end closing of books, including all necessary entries and reconciliations.

~~May~~ ~~prepares or assist in the preparation of~~ complex financial reports such as the annual State Controller's Reports for the City and Redevelopment Agency, the Annual Street Report and the Redevelopment Agency's Statement of Indebtedness, the Successor Agency's Recognized Obligation Payment Schedule (ROPS).

Maintains City's debt records including coordinating payments to fiscal agents, preparation ~~and dissemination~~ of disclosure information and reconciling ~~trustee~~ statements.

Assists in the preparation ~~and maintenance~~ of the City's annual budget, Single Audit, ~~and~~ Comprehensive Annual Financial Report, ~~and various grant audit reports.~~

~~Assists in the selection of employees; plans, organizes and assigns work; supervises, trains and evaluates subordinate personnel. May assist with the selection of employees.~~

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Maintain the City's chart of accounts; perform set-up and closing of the general ledger at year-end; and assist in implementation and maintenance of the City's ERP system/database.

Provides technical and functional assistance/backup to ~~Division~~department staff as needed.

May assist in ~~the~~managing the City's cash and investment portfolio.

May perform duties of the Deputy Director of Administrative Services/Finance in his/her absence.

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**QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way would be:

Training, Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be Possession of a Bachelor's degree in accounting, finance, business administration or a closely related field and four (4) years of increasingly complex professional level accounting experience.

Knowledge, Skills, and Abilities

Knowledge of: generally accepted accounting principles within a municipality; advanced practices, procedures and principles of business accounting, auditing and budgeting; applicable Federal, state and local laws, rules and regulations pertaining to government accounting and/or public finance; record keeping procedures; office procedures and equipment; applications of electronic data processing to accounting procedures; methods of data collection and evaluation; principles and practices of supervision and leadership.

Ability to: analyze complex accounting activities, develop conclusions and make sound recommendations; apply accounting and auditing principles and procedures; interpret and apply related laws and regulations; prepare and present reports of related activity; direct the preparation and maintenance of accurate records; work independently with little direction; ~~supervise, plan and organize work for subordinate staff to meet deadlines;~~ exercise sound judgment; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

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