

RESOLUTION NO. 09/2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
ADOPTING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF
SENIOR ACCOUNTANT AND ESTABLISHING A SALARY RANGE FOR THE NEW
POSITION AMENDED SALARY SCHEDULE C – MID MANAGEMENT EMPLOYEES**

WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to (1) Adopt the Position Classification and Job Description of Senior Accountant and designate this position as a Full Time Employee; and (2) Establish a salary range for the new position in Compensation Schedule C – Mid-Management Employees.


NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby Adopt the Position Classification and Job Description of Senior Accountant attached hereto as Exhibit A and incorporated herein by reference as though fully set forth; and

IT IS FURTHER RESOLVED, that the Town Council does hereby establish the salary range for the new position of Senior Accountant at \$7,596 to \$9,233 per month as shown in Amended Compensation Schedule C – Mid-Management Employees attached hereto as Exhibit B, and incorporated herein by reference as though fully set forth.

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 09/2021 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 2nd day of March, 2021, by the following vote:

AYES, and in favor thereof, Councilmembers: Beckman, Casissa, Kunhardt, Lee, Ravasio
NOES, Councilmembers: - None -
ABSENT, Councilmembers: - None -

Approved:


Eli Beckman, Mayor

ATTEST:


Rebecca Vaughn, Town Clerk

EXHIBIT A

**PROPOSED CLASSIFICATION AND JOB DESCRIPTION FOR
SENIOR ACCOUNTANT**

TOWN OF CORTE MADERA

SENIOR ACCOUNTANT

DEFINITION

Under general supervision, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial reports and statements in accordance with Generally Accepted Accounting Principles (GAAP), providing information to other Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; processes payroll, benefits and human resource data; maintains the accounting database system; participates in the preparation of various budgets; prepares year-end audit reports and schedules; assists with benefits administration; provides complex technical and responsible support to management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director and may directly supervise over accounting and administrative staff. May exercise technical and functional direction and provide training to other Town staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Town reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides complex professional and technical assistance in the administration and implementation of financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, and reimbursement billings.
- Analyzes and reconciles balance sheet accounts and expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates monthly and year-end general ledger processing and closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with GAAP.
- Coordinates and administers a wide variety of financial and accounting programs, including accounts receivable, accounts payable, reimbursement billings, investments, fixed assets, and payroll.
- Prepares various local, state, federal, and other outside agencies' reports.
- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections, and monitoring expenditures.

- Participates in the preparation of audit schedules and reports for external auditors and provides assistance during the annual auditing process and program audits throughout the year.
- Reconciles asset, liability, revenue, expenditure accounts, reconciles bank statements to the general ledger and prepares technical transactions in compliance with all applicable Federal, State, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops, prepares and files a wide variety of financial reports and statements including the State Controller's Report.
- Coordinates, prepares, processes, and maintains payroll; receives, reviews, verifies, and processes time recording documents; prepares quarterly and annual tax reports and returns; ensures compliance with applicable Federal, State, and local laws, rules, and regulations.
- Assists with benefits administration, including maintaining flexible benefits accounts, processing enrollment and termination, and reviewing invoices and allocating benefits costs to appropriate accounts; prepares and reports pension and deferred compensation to providers.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations and checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Provides support and vacation coverage for other accounting and administrative staff when needed.
- Assists management with special projects as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern principles, practices, procedures and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, payroll processing, project accounting, other record keeping and the application to operations.
- General principles and practices of data processing and its applicability to accounting and operations.
- Payroll record-keeping, processing, and reporting and payment requirements of various State and Federal agencies and benefit providers.

- Basic principles and procedures of benefits administration.
- Demonstrated knowledge of human resources practices and operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare accurate, clear, complete, and concise financial statements and reports in accordance with GAAP.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and employee benefits records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Train, supervise and evaluate the work of employees.
- Lead, coach, instruct, and motivate employees.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematics, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted while working.

EXPERIENCE AND TRAINING:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public/business administration, or a closely related field and five (5) years of responsible professional public accounting experience.

LICENSES AND CERTIFICATIONS:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Certificate of Public Accountant License is highly desirable.

PHYSICAL DEMANDS:


Possession of the mobility sufficient to work in a standard office setting and use standard office equipment, including computers and peripheral devices; vision sufficient to read printed materials and a computer screen; and hearing and speech sufficient to communicate in person and over the telephone. Exertion of up to 25 pounds of force occasionally, 10 pounds of force frequently, and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects is required. Work involves prolonged sitting most of the time. Walking and standing are required only occasionally. Finger dexterity sufficient to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment is required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

WORK ENVIRONMENT:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures, including resolving complaints and disputes. Occasionally is required to use a personal vehicle to travel to different work sites and locations.

OTHER:

FLSA Status: Exempt
Employee Group: Mid-Management
Approved by:


Signature

Date:
3/9/21

EXHIBIT B

**Proposed Amendment to Compensation Schedule C
Mid-Management Employees
2020-2021**

COMPENSATION SCHEDULE C - MID-MANAGEMENT
EMPLOYEES
2020-2021

	A	B	C	D	E	F	G
1							
2							
3							
4	Position		Steps				
5			Min	2	Midpoint	4	Max
6							
7	Senior Civil Engineer	monthly	10,296	10,811	11,351	11,919	12,515
8		hourly	59.40	62.37	65.49	68.76	72.20
9							
10	Building Official	monthly	10,023	10,524	11,050	11,602	12,183
11		hourly	57.82	60.71	63.75	66.94	70.29
12							
13	Superintendent of Public Works	monthly	9,367	9,835	10,327	10,843	11,385
14		hourly	54.04	56.74	59.58	62.56	65.69
15							
16	Project Manager	monthly	9,367	9,835	10,327	10,843	11,385
17		hourly	54.04	56.74	59.58	62.56	65.69
18							
19	Senior Planner	monthly	8,436	8,858	9,301	9,766	10,254
20		hourly	48.67	51.10	53.66	56.34	59.16
21							
22	Code Enforcement/Communications Manager	monthly	8,613	9,044	9,496	9,971	10,469
23		hourly	49.69	52.18	54.78	57.52	60.40
24							
25	Assistant Superintendent of Public Works	monthly	7,969	8,367	8,786	9,225	9,686
26		hourly	45.97	48.27	50.69	53.22	55.88
27							
28	Associate Civil Engineer	monthly	7,969	8,367	8,786	9,225	9,686
29		hourly	45.97	48.27	50.69	53.22	55.88
30							
31	Senior Accountant*	monthly	7,596	7,975	8,374	8,793	9,233
32		hourly	43.82	46.01	48.31	50.73	53.27
33							
34	Associate Planner	monthly	7,234	7,596	7,975	8,374	8,793
35		hourly	41.74	43.82	46.01	48.31	50.73
36							
37	Recreation Supervisor	monthly	6,577	6,906	7,251	7,614	7,995
38		hourly	37.95	39.84	41.84	43.93	46.12
39							
40	Assistant Planner	monthly	6,577	6,906	7,251	7,614	7,995
41		hourly	37.95	39.84	41.84	43.93	46.12
42							
43	Recreation Coordinator	monthly	5,304	5,569	5,848	6,140	6,447
44		hourly	30.60	32.13	33.74	35.43	37.20
45							
46	Code Enforcement Officer	monthly	5,128	5,522	5,946	6,403	6,895
47		hourly	29.58	31.86	34.30	36.94	39.78
48							
49	* Includes a pay increase of 5% for performing additional duties associated with the Town assuming						
50	responsibility for finance duties for the Central Marin Fire Authority. These duties include payroll,						
51	benefits administration, retirement reporting, accounts payable and record keeping. Central Marin						
52	Fire Authority will pay the Town for these services. The additional 5% is included in the salary above						
53	and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.						