

# Agenda Report

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October 21, 2013 City Council Meeting

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Item No. 12

## **ISSUE: Resolution Authorizing the creation of the Accounting Clerk Job Description and Pay grade for FY 14**

### **BACKGROUND:**

As you are all aware Carrie will be leaving her position in early December. Based on this, the City needs to move forward with finding a full-time replacement for the position. This year the City has saved significant dollars bringing Carrie back part-time and moving some of the responsibilities to the admin assistant position. Unfortunately, with Carrie being part-time, the level of service the position is able to provide decreased.

Carrie has done a fantastic job for the City in her current capacity and her departure from the City is our loss, however now is the time to move forward and make the position full-time once again. When Carrie's position was changed to a part-time contract position some of the savings were used to help fund much needed employee salary increases. Now with the position being considered full-time once again some of those savings will disappear. This is why I am recommending the attached job description update. This new position will not be a department head level position and now will be a non-exempt employee. This will save approximately \$10,000 annually based on the CFO position's most recent full-time pay range. The pay range I am recommending is \$45,000-\$51,000 annually.

The new position will be strictly an accounting and office support position, with all human resources functions being moved to the City Administrator. I am confident this new assignment will work well for the City, especially with Danielle's position acting as a support agent for accounts payable activities. I will also utilize our financial advisor for all TIF and debt service related work.

### **RECOMMENDATION:**

Staff recommends the City Council approve the resolution.

### **STAFF CONTACTS:**

Jeffrey A. Fiegenschuh, City Administrator

## CITY OF WINDSOR HEIGHTS

Position or Title: Accounting Clerk  
FLSA Classification: Non-Exempt  
Facility and Work Area: City of Windsor City Hall

### **Description:**

Under the direct supervision of the City Administrator, the position performs accounting functions to ensure that the City finances are in accordance with local, state and federal regulations. Also ensures effective and efficient management of City finances. Performs payroll functions. Work requires coordination and implementation of assigned activities and special projects, semi-independent judgment, problem solving, and ability to establish and maintain effective working relationship both external and internal to the City organization. Performs other duties as required.

### **Essential Job Functions:**

The Accounting Clerk is responsible for City Funds. He/she has custody of the funds and is required to keep detailed records of such. He/she is to record receipts, disbursements, special assessments, and bank deposits. He/she is also to keep records of outstanding bonds, interest paid, principle earned, etc.

It is the duty of the Accounting Clerk to reconcile the books with the Bookkeeper.

The accounting clerk also, with the approval of the City Administrator, invests funds for the city.

The accounting clerk prepares, prints and distributes payroll; maintains appropriate payroll benefit and deduction records; compiles and prepares payroll reports; remits payments for federal and state payroll taxes and to other outside agencies regarding payroll deductions.

Maintains automated and manual records regarding employee information, tax withholdings, garnishments, benefits, and voluntary deductions. Prepares and balances

quarterly and annual payroll tax returns. Prepares and distributes all form W-2 and vendor 1099 forms.

Performs checklist with new employees regarding payroll and benefits.

Assists the City Administrator in budget preparation regarding data entry, payroll projections and other items as directed

Assists the City Administrator in the preparation of all other required state budget forms. Assists in the preparation of all reports necessary to meet other state and federal regulations.

Processes month end reports; prints monthly clerk and investment reports and claims and payroll reports for City Council approval.

Reconciles bank statements

Prepares for audits as scheduled; cooperates with outside auditors in gathering information to complete the annual audit.

Assists the City Administrator in monitoring overall revenues and expenditures to assure sound fiscal control.

**Other Job Function**

Attends meetings as required  
Assists other City departments as directed  
Assists with reception duties as needed  
Other duties as assigned by the City Administrator

**Equipment &  
Material Used**

Computer hardware and software, computer network, General office equipment, Code of Iowa, City of Windsor Heights ordinances, telephone, fax machine, photocopier

**Entry Requirements:**

The ability to think logically and follow written or diagrammatic instructions using several abstract or concerned variables.

Ability to perform arithmetic calculations

Ability to compose original correspondence; ability to follow technical manuals; ability to have substantial contact with people.

Knowledge of the principles and practices of accounting; knowledge of the principles and practices of municipal finance including taxation and revenue management. Familiarity with various accepted accounting standards for municipal government operations.

Ability to establish and maintain an effective working relationship with superiors, co-workers and the public, and handle a wide array of social situations.

Ability to comprehend and implement departmental policies and routines; ability to work independently with minimal supervision.

Ability to organize and prioritize schedules and expedite assignments in a timely fashion.

Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

**Education & Experience**

**Required**

Associates Degree or other coursework in accounting.

**Preferred**

Bachelor's degree majoring in accounting, public administration or business administration.

**Preferred**

Three years accounting experience in accounting with at least one year experience in municipal government accounting.

**Other Requirements**

Shall be bondable.

Shall possess or be able to obtain a valid Iowa Drivers License and have a good driving record.

Shall be available for off-hour emergencies and/or work assignments.

**Salary/Benefits:**

Current compensation information is available from the City Administrator. Information regarding benefits is included in the Personnel Policies Manual.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and functions.

This position may be subject to pre-employment and on-going drug and alcohol screening.

The City of Windsor Heights retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

THE CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION NUMBER 13-1068

A RESOLUTION APPROVING A JOB DESCRIPTIONS FOR THE POSITION OF  
ACCOUNTING CLERK

WHEREAS, the City of Windsor Heights desires that the City as a whole, and each department individually, be run as a professional organization; and

WHEREAS, the departments of the City of Windsor Heights need to clearly outline policies, practices and procedure-including but not limited to job descriptions-that guide City personnel to perform to desired levels; and

WHEREAS, the City of Windsor Heights has a need to periodically revise and update job descriptions to share with personnel; and

WHEREAS, the City of Windsor Heights desires to adopt a new job descriptions for the position of Accounting Clerk; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, that the attached City of Windsor Heights job description for Accounting Clerk be approved and adopted and a pay range for FY 13 be set at \$45,000-\$51,000.

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF OCTOBER, 2013.

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Diana Willits, Mayor Pro Tem

ATTEST:

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Jeffrey A. Fiegenschuh, City Administrator/Clerk