RESOLUTION NO. 2019 - 08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELL
AUTHORIZING THE INTERIM CITY MANAGER TO IMPLEMENT
DEPARTMENTAL STAFF CHANGES, INCLUDING THE
APPROVAL OF A NEW ACCOUNTANT POSITION

WHEREAS, the City Council approved the expansion of programs in the Community Services Department, which included re-establishing Pee Wee Basketball, first year of Bell Futsal, a summer Aquatics program, as well as establishing a Community Services Commission, the production of the State of the City presentation and video, and the Bell Holiday Festival; and

WHEREAS, the City Council recognizes the increase work load and service demands in the public works division, which necessitates the creation of an additional full-time Maintenance Worker I position in the Public Works Division whose cost can be offset by a saving in the budget from one of the sanitation fund contracts; and

WHEREAS, operational efficiencies and cost saving can be achieved by authorizing staff to fill the vacant position of Senior Accountant with a lower salaried position of Accountant.

WHEREAS, the salary savings achieved by leaving the Senior Accountant position vacant will offset the cost of upgrading the part time position of Office Technician to a full-time Office Assistant, and reclassifying the current Office Assistant position into an Accounting Assistant I.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELL DOES HEREBY:

SECTION 1. The City Council hereby approves amending the Fiscal Year 2018-19 budget by appropriating Community Services Department funds from the part time budget to fund the hiring of two (2) Recreation Coordinators.

SECTION 2. The City Council hereby approves amending the Fiscal Year 2018-19 budget by appropriating an additional amount of $3,540 from the Sanitation and Refuse Account to hire one (1) additional fulltime Maintenance Worker I for Community Development Department-Public Works Division.

SECTION 3. The City Council hereby approves amending the Fiscal Year 2018-19 budget by replacing the Senior Accountant Position with a new Accountant position.

SECTION 4. The City Council authorizes the interim City Manager to reorganize the Finance Department and authorize the creation of an Accountant position and allow for the conversion of the part time Office Technician position to a full time Office Assistant position, the reclassification of the current Office Assistant to an Accounting Assistant I.

SECTION 5. The City Council hereby approves the job description and salary range for the position of Accountant (Exhibit A).

PASSED, APPROVED, AND ADOPTED this 13th day of February 2019

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CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Angela Bustamante, City Clerk of the City of Bell, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Bell City Council at its regular meeting held on the 13rd day of February 2019, by the following vote:

AYES:  Councilmembers Saleh, Valencia, Vice-Mayor Quintana and Mayor Gallardo

NOES:  None

ABSENT:  Councilmember Romero

ABSTAIN:  None

Angela Bustamante, City Clerk
CLASSIFICATION SPECIFICATION

CITY OF BELL

ACCOUNTANT

DEFINITION
The Accountant performs a variety of technical accounting and administrative tasks in support of the finance department; these duties related to maintains a variety of complex financial records and systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from Accounting Manager and Finance Director. May exercise functional supervision over assigned clerical staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Bank Reconciliation- Reconcile bank accounts (General, Payroll, Workers Comp, Successor Agency, Housing) to the General Ledger on monthly basis.
- Review Accounts Payable, Purchase Orders, and Cash Receipts daily. Ensure that all back up information is attached, and when appropriate, inclusive of all required department head approvals. Ensure that all Purchase Orders are properly coded and budgeted. Balance cash on the daily basis and ensure transactions have been coded correctly to the proper revenue account.
- Performs difficult account recordkeeping work in maintenance of the general ledger.
- Maintains confidentiality of records and information. Responsible for the back- up of payroll (Accounting Specialist).
- Prepare the quarterly interest allocation and process the entry to record the allocation to all appropriate funds.
- Monthly journal entries as needed.
- Maintain Capital Assets. Oversee the physical capital asset inventory and reconcile the physical count.
- Review CDBG transactions for appropriateness and process requests for reimbursement.
- Monitors all capital projects funded by Grants or third-party funding sources.
- Gathers and organizes data and information on operational issues with respect to accounts payable, accounts receivable, and cash receiving.
- Provide assistance to the City’s outside auditors on journal entries, bank reconciliation, capital assets, capital projects reimbursement, and other matters.

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Exhibit A
City of Bell
Classification Specification
Accountant

- Remains current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to Bachelor’s Degree with accounting or a related field from an accredited university or college.

Experience:
Two (2) years of increasingly responsible technical accounting experience. Ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services, activities and processes within a municipal finance department including accounts payable, accounts receivable, payroll, business licenses and related fiscal systems.
- Principles and practices of bookkeeping and general ledger maintenance.
- Mathematic functions such as addition, subtraction, multiplication and division.
- Principles of lead supervision and training.
- Modern office practices and procedures, including the use of standard office equipment.
- Basic computer applications such as Microsoft Office Suite to create various spreadsheets and word processing documents.
- Methods and techniques of basic report preparation.
- Principles and practices of financial record keeping.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
• Federal, State, and local laws, ordinances, and regulations related to assigned area of responsibility.

**Ability to:**

• Perform technical accounting duties in assigned areas of responsibility.
• Understand the City’s specialized financial operations, processes and software applications.
• Direct the work of staff engaged in clerical accounting and front counter duties.
• Establish and maintain complex financial records.
• Verify, reconcile and balance complex financial transactions.
• Prepare and present accurate and reliable reports.
• Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
• Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
• Perform accurate mathematical calculations.
• Generate and compile data for reporting purposes.
• Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
• Use sound, independent judgment within established policy and procedural guidelines.
• Communicate clearly and effectively, both verbally and in writing.
• Understand and follow oral and/or written policies, procedures, and instructions; Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS**

Possession of, or the ability to obtain, a California Class C driver’s license by the time of appointment. Individual who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

**Mobility** – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional
pushing/pulling; occasional bending, kneeling, squatting and crawling. **Lifting** - occasional lifting up to 25 pounds. **Vision** – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. **Hearing/Talking** – frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent decision making and concentration; frequent public contact; occasional working alone.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public Evening, holiday and/or weekend work may be required.

(Approved- 2-13-19)