



TOWN OF FAIRFAX

STAFF REPORT

September 4, 2019

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Adopt a Resolution Approving Job Classification for the Accountant I/II Position

RECOMMENDATION

Adopt a resolution approving the job classification for the Accountant I/II position.

DISCUSSION

The Town currently employs a part-time accountant in the Finance Department. The accountant has recently expressed interest in significantly reducing her hours which will require Finance to hire another part-time accountant. However, staff has determined that while there is a job description, there are no classifications for the current position and, thus, no salary ranges. Currently, there is only one hourly rate for the Accountant position.

In reviewing the job duties, staff has determined the Town needs more flexibility in the classification to reflect various levels of work experience and education. The proposed classification would be an Accountant I/II position. The Accountant I position would be more entry level while the Accountant II position would be more senior in experience and education. The salary ranges would also reflect the differences. This structure is very common in the public sector.

The new hire would be appointed as either an Accountant I or II depending on qualifications.

FISCAL IMPACT

The top step (step D) for the Accountant II salary range is based on the current hourly rate for the incumbent. The top step for the Accountant I salary range is matched to Step A of the Accountant II salary range. There is no fiscal impact because FY2019-20 Finance budget anticipated this transition.

ATTACHMENTS

Resolution with attached job classification.

RESOLUTION 19-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
APPROVING JOB CLASSIFICATION FOR THE ACCOUNTANT I/II POSITION**

WHEREAS, the Fairfax Town Council wishes to create the classification for the Accountant I/II position; and

WHEREAS, the Town Council is required to approve any revisions to the Town's approved list of classifications;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council adopts the Job Classification attached hereto and incorporated herein as Exhibit A.

The foregoing resolution was duly introduced and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 4th day of September 2019, by the following vote:

AYES:

NOES:

ABSENT:

BARBARA COLER, Mayor

Attest: _____
Hannah Politzer, Deputy Town Clerk

Town of Fairfax

ACCOUNTANT I/II

Job Classification

CLASSIFICATION DESCRIPTION:

This classification performs a variety of financial record-keeping and clerical duties involved in the processing and preparation of the Town's payroll, accounts payable, data entry, bookkeeping, and maintenance of employee benefits. These positions maintain a variety of accounts, files, reports and fiscal records in the Town of Fairfax's Finance Department. The positions prepare and file State and Federal payroll tax documents. The positions support the Town Manager's work on special projects such as Federal and State grant application data. These are confidential positions.

DISTINGUISHING CHARACTERISTICS:

ACCOUNTANT I: This is a journey-level class performing a variety of technical-level accounting. Working within established guidelines, an incumbent in this position is expected to handle independently the daily business of multiple areas of Finance Department activity, exercising judgment and initiative. The incumbent must organize and prioritize work to meet deadlines and operational needs. The Accountant I reports to the Finance Director and supervises a student administrative assistant.

ACCOUNTANT II: This is an advanced journey-level class performing a variety of complex para-professional accounting functions. This position reflects a higher level of responsibility and expertise than the Accountant I position.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (include but are not limited to the following):

- Prepare and process payroll and payroll reporting using payroll software; balance timesheets and calculate hours; review reports of leave balances and update; process and submit payroll taxes including reconciling W-2s for submission and distribution to employees; maintain and reconcile records for deferred compensation and prepare reports and payments for deferred compensation.
- Prepare and process accounts payable including reviewing invoices to insure accuracy of account numbers and checking for approval; reconcile, print, distribute and submit 1099's.
- Monitor cash flow for the Town's bank accounts.
- Administer the employee benefits programs; process retirement, health benefits and deferred compensation; administer the Town's 125 Plan, Retirement Health Savings Program, and supplemental insurances; correspond with the Town's insurance carriers regarding employee questions; process health, dental, life and other benefit forms on new employees and changes to existing coverage; reconcile monthly bills regarding health benefits.

- Perform routine posting, bookkeeping, and related clerical accounting work; create and maintain spreadsheets; maintain assigned journals and subsidiary ledger accounts; reconcile accounts; meet with auditors and answer questions.
- Compile data for special projects such as annual budgeting, budget reporting, and grant applications; activities may involve financial and accounting research and analysis, summarizing information, and drafting statistical and narrative reports
- Prepare and post data for monthly journal entries related to payroll, retirement and deferred compensation, and ACH transaction
- Communicate with employees and outside agencies

NECESSARY QUALIFICATIONS

Knowledge of:

- Payroll methods, techniques, and quality standards
- Federal and State payroll tax reporting requirements including online reporting and reconciliation; knowledge of applicable federal, state, and local laws pertaining to payroll, payroll tax reporting, and benefits administration;
- Principles and procedures of record-keeping and reporting;
- Accounts payable process and quality standards
- Principles and practices of reconciling a variety of financial and accounting documents and records.
- Modern office procedures, methods, and equipment including financial software and computer equipment.
- English usage, spelling, grammar, and punctuation; basic business letter writing and report preparation.

Ability to:

- Research, interpret, and apply the policies, procedures, and regulations pertaining to payroll, benefits, and personnel programs
- Prepare, examine, and verify financial documents and reports
- Perform accurate mathematical computations
- Post and audit data quickly and accurately
- Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports; find and correct errors quickly;
- Respond to requests and inquiries for information regarding payroll, benefit, and personnel policies and procedures
- Compose correspondence independently; communicate clearly and concisely, both orally and in writing;
- Understand the organization and operation of the Town and of outside agencies as necessary to conduct assigned responsibilities
- Exercise good judgment, flexibility, initiative, and sensitivity to changing situations and needs; maintain confidentiality of sensitive information and data.

- Research, interpret, and apply the policies, procedures, and regulations pertaining to payroll, benefits, and personnel programs
- Interact with outside agencies to prepare requested financial reports and other documents

EXPERIENCE, TRAINING, AND EDUCATION GUIDELINES:

Any combination equivalent to experience and training/education that would provide the required knowledge, skills, and abilities would be qualifying.

Accountant I:

Experience: Three years of technical-level financial record-keeping experience.

Training/Education: Equivalent to graduation from high school. Course work in accounting is desirable.

Accountant II:

Experience: Five years of technical-level financial record-keeping experience. Experience in municipal finance/accounting is preferred.

Training/Education: Equivalent to A.A. degree in accounting supplemented by course work or experience in fund accounting.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another and to perform various errands or trips to adjacent municipal buildings; involves prolonged sitting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position requires repetitive hand movement and fine coordination in data entry and in preparing reports using a computer keyboard. The employee is regularly exposed to video display terminals. Employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Vision abilities required include close vision and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

MONTHLY SALARY RANGE (subject to Management MOU):

CLASSIFICATION	Step A	Step B	Step C	Step D
Accountant I monthly	5,704.67	5,989.91	6,289.40	6,603.87

CLASSIFICATION	Step A	Step B	Step C	Step D
Accountant II monthly	6,603.87	6,934.93	7,281.59	7,645.59

DATE APPROVED BY TOWN COUNCIL: _____