



Staff Report February 13, 2024

TO: Honorable Mayor and Members of the Town Council
FROM: Wes Heathcock, Town Manager
DATE: February 13, 2024
RE: Accounting Technician Job Description and Salary Range

Recommendation:

Staff recommends that the Town Council adopt a resolution approving the job description and salary range 27 for the Accounting Technician position.

Issue Statement and Discussion:

The Finance Department plays a crucial role in ensuring the organization's financial health and compliance. The current structure of the finance department is limited to the Finance Director position only. Our previous Finance Director served the Town very well for over twenty years and his unfortunate death left a large void in our organization. It quickly became apparent after his passing that the Town did not have any backup plans, in-house capabilities, or documented procedures to cover the day-to-day accounting operations in his absence. This void is perpetuated by the fact that the Town utilizes outdated accounting software that is not updated to today's technology levels, is not user friendly and is difficult to interface with other systems. The software is not specifically designed for government fund accounting and the lack of system capabilities requires manual data entry and the use of extensive spreadsheets to prepare financial analysis and maintain financial integrity of our Fund Accounting.

Having a finance staff of just one position also creates a challenge for insuring accounting controls and segregation of duties.

Staff is proposing the addition of an Accounting Technician to Town staff to perform the day-to-day accounting processes for the Town including accounts payable, accounts receivable and cash receipts, and payroll processing. This position can also assist with business licensing, building permit fees, development fees and cost accounting and other similar duties.

Having the support of an Accounting Technician will allow the Finance Director to focus on long term planning and process improvements, including but not limited to:

- Update and document Accounting processes and procedures
- Review, propose and implement new Accounting software
- Streamline account fund structure to improve and simplify accounting reports.

- Review and update allocation processes to eliminate manual data entry
- Maximize Town cash flow and investment analysis
- Train department heads in Town finances and increase staff participation in budget and planning processes.
- Grant writing and project cost accounting and monitoring.

While there will be a cost associated with hiring a new staff member, the long-term benefits in terms of increased productivity, improved compliance, and reduced risk of errors far outweigh the initial investment. The return on investment is expected to be realized through more efficient financial operations and better strategic decision-making. In addition, the Town is currently paying Eide Bailly \$190 per hour for services directly related to the proposed Accounting Technician duties. The Accounting Technician current salary range 27 is \$31.68 to \$38.50 per hour, which is an immediate saving for the same functions.

In conclusion, the addition of a new accounting position to the Finance Department is essential for maintaining the organization's financial health and ensuring compliance with regulatory requirements. The proposed expansion aligns with the organization's growth trajectory and will contribute to a more effective and resilient Finance Department.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications:

The Accounting Technician position annual salary compensation ranges from \$65,893 to \$80,094 plus benefits. The qualifications of the candidates would determine the compensation of the position within the aforementioned range.

Attachments:

- A. Resolution
- B. Accounting Technician's job description

TOWN OF LOOMIS

RESOLUTION NO. 24 - ____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE ACCOUNTING TECHNICIAN
POSITION**

WHEREAS, The Finance Department plays a crucial role in ensuring the organization's financial health and compliance; and

WHEREAS, Staff is proposing the addition of an Accounting Technician to Town staff to perform the day-to-day Accounting processes for the Town including accounts payable, accounts receivable and cash receipts, payroll processing, and assist with business licensing, building permit fees, development fees and cost accounting and other similar duties; and

WHEREAS, The Accounting Technician current salary range 27 is \$31.68 to \$38.50 per hour.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis adopts a resolution approving the job description and salary range 27 for the Accounting Technician position.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 13th day of February 2024, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Deputy Town Clerk

FLSA: NON-EXEMPT

TOWN OF LOOMIS JOB DESCRIPTION

ACCOUNTING TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DISTINGUISHING CHARACTERISTICS:

The incumbent is responsible for lessening responsibilities of the senior management by taking an increasing role in high level analysis and reporting to administrative staff. The position's duties will normally require access to confidential information that is used to support senior management in preparing negotiation analysis with the general laborer's bargaining unit. The incumbent will be privy to and assist the Town in developing confidential information including the Town's bargaining positions, analysis and reports in support of those positions, and costing for negotiations on the City's behalf.

SUPERVISION RECEIVED/EXERCISED:

The position is a confidential position which reports to the Town Manager or his or her designee for the accuracy and content of output.

OVERVIEW:

Under general supervision the Accounting Technician performs responsible and complex accounting support and administrative work in the preparation and maintenance of budgetary, accounting, financial, and statistical records for the Town. Prepares and maintains a wide variety of financial records and information: utilizes automated financial systems and a variety of word processing and spreadsheet programs to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports; provides information in person and over the phone to the public, other governmental agencies, and Town staff requiring the use of judgment and participation in interpretation of a variety of policies rules and procedures.

ESSENTIAL FUNCTIONS:

- Process Accounts Payable including: Validating town expenses and obtaining appropriate approvals, coding and entering invoices into Accounts Payable and obtaining approvals for processing, processing payments and submitting for signature, responding to vendor inquiries and general filing.

- Process general cash receipts including payments made at the counter, checks received via US mail, and credit card payments processed online. Duties include: provide receipts, assign fund accounting, enter to accounting system, and prepare bank deposits.
- Preparation of payroll and quarterly and annual payroll tax reporting.
- Develop processes for complex Town functions to provide improvement in customer service and compliance with standard Town operations (e.g. business license approvals, and tracking land development accounts with planning, engineering and building departments).
- Assist with budget coordination for various Town departments; forecasting financial requirements and recommending expenditure levels and budgets; making budget recommendations; analyzing recommendations prepared by other staff and projecting future expenditures.
- Support Town management in confidential personnel and labor relations matters, including, but not limited to:
 - Supporting the Town Manager or his or her designee in preparing negotiation analysis for the general laborer's bargaining unit.
 - Assisting Town management negotiations team in developing the City's bargaining positions; provide analysis and reports in support of those positions; and prepare costing for negotiations on the City's behalf.
- Process billing statements for Land Development accounts.
- Process business license applications, maintain database, and annual renewal process.
- General office duties including filing, copying, mail distribution, and other duties as required.
- Other duties as assigned.

ATYPICAL DUTIES:

Because the Town of Loomis has a small workforce, the Accounting Technician will be required to perform duties outside the scope of the "REGULAR DUTIES" listed above. Assistance with emergencies, events, special projects, and filling-in for the regular duties of absent, key-role employees will be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Physical: Primary functions require sufficient physical ability to work in an office environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

QUALIFICATIONS:

- Two to five years of increasingly responsible administrative experience
 - Experience involving public contact/customer service
 - Two years of Governmental Accounting and/or bookkeeping experience
- High School diploma or equivalent required
 - Some business or technical training in accounting or bookkeeping is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of governmental financial record keeping and bookkeeping
- Knowledge of basic accounting practices of accounts payable and receivable
- Knowledge of good customer relations practices
- Skill in oral and written communication, data entry and report generation
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software
- Ability to organize, prioritize, and follow-up on work assignments
- Ability to interpret and record data accurately
- Ability to work with frequent interruptions and changes in priorities

CONFIDENTIAL EMPLOYEE:

This position is expected to provide administrative and clerical support to executive Administrative Staff. This employee works independently with a minimum of supervision and practices a moderate amount of discretion. Relative to personnel matters, including labor relations, the employee is considered to be a confidential employee.