

**CITY OF SANIBEL
RESOLUTION 13-010**

A RESOLUTION REORGANIZING THE FINANCE DEPARTMENT; AMENDING THE CLASSIFICATION PLAN AND MANPOWER AUTHORIZATION FOR FISCAL YEAR 2012-2013; ADOPTING NEW AND REVISED JOB DESCRIPTIONS FOR THE FINANCE DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Sanibel desires to reorganize the Finance Department to improve managerial control, increase efficiency and effectiveness of operations, update the skill sets of Finance personnel and to reduce future labor costs; and

WHEREAS, the reorganization of the Finance Department will result in a projected savings of approximately \$27,000 annually beginning in Fiscal Year 2013-2014, approximately \$15,500 to the sewer fund and approximately \$11,500 annually to the General Fund; and

WHEREAS, the City of Sanibel desires to modify the organizational structure by establishing new and revised job descriptions, abolishing a part-time position and establishing a new full-time position; and

WHEREAS, the City of Sanibel desires to amend its Classification Plan for fiscal year 2012-2013 approved by City Council on September 8, 2012 and manpower authorization for the Finance Department approved in the 2012-2013 City budget on September 18, 2012.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sanibel, THAT:

SECTION 1. The reorganization of the Finance Department to improve managerial control, increase the efficiency and effectiveness of department operations, update employee skill sets and reduce labor costs as reflected in the enclosed memorandum from the Finance Director and Administrative Services Director is approved (Exhibit A). The new and revised job descriptions of the approved re-organization of the Finance Department are reflected in the enclosed proposed organization structure (Exhibit B).

SECTION 2. The necessary amendments to the City of Sanibel Classification Plan and manpower authorizations for fiscal year 2012-2013 are hereby approved to:

- a. Abolish the positions of Assistant Finance Director, Grade 23; Fiscal Analyst,

Grade 22; Human Resources Generalist, Grade 21, and Administrative Assistant (Finance), Grade 17; and

- b. Establish the newly described positions of Accounting Operations Manager (Exhibit C), Grade 24; Accounts Payable/Cashiering Supervisor (Exhibit D), Grade 22, and Benefits and Payroll Specialist (Exhibit E), Grade 20; and
- c. Abolish a part-time Accountant position, Grade 21, and establish a full-time Accounting Systems/Revenue Manager (Exhibit F) position, Grade 23; and
- d. Increase the number of Fiscal Assistant positions, Grade 18, in the newly described position from 1 to 2 (Exhibit G).

SECTION 3. The amended Classification Plan for union and non-union job classifications for Fiscal Year 2012-2013 is attached (Exhibit H).

SECTION 4. Effective date.

This resolution shall take effect immediately upon passage.

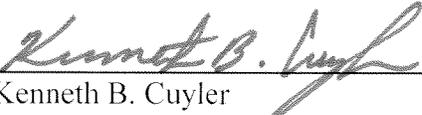
DULY PASSED AND ENACTED by the Council of the City of Sanibel, Lee County, Florida, this 5th day of February 2013.

AUTHENTICATION:

Kevin Ruane
Mayor

Pamela Smith
City Clerk

Approved as to form:



Kenneth B. Cuyler
City Attorney

Vote of Council members:

Ruane _____
Denham _____
Congress _____
Harrity _____
Jennings _____

Date file with the City Clerk: _____



MEMORANDUM

TO: JUDIE ZIMOMRA, CITY MANAGER

FROM: SYLVIA EDWARDS, FINANCE DIRECTOR
JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR

DATE: JANUARY 25, 2013

SUBJECT: REORGANIZATION OF THE FINANCE DEPARTMENT

The Finance Department is experiencing turnover as a result of retirements that will permit the restructuring of the Department to improve managerial control, efficiency and effectiveness and reduce overall personnel costs without causing adverse impact on the employees. Between January 6, 2013 and July 1, 2013, the Assistant Finance Director, with 33 years of service, the Human Resources Generalist, with 30 years of service, and the Administrative Assistant, with 20 years of service, will retire from the Finance Department. The proposed restructuring is as follows:

- a. **Abolish Assistant Finance Director, grade 23, position and establish an Accounting Operations Manager, grade 24, position**

The **Assistant Finance Director** has indicated that she plans to retire in April, 2013. It is proposed that this position be abolished and the position of **Accounting Operations Manager** be established. The Accounting Operations Manager will require a Bachelor's Degree in Accounting, preferably a Master's Degree, with a Certified Public Accountant license. The person hired for this position will be Acting Finance Director in the absence of the Director and for transition and long-range planning purposes will be mentored to replace the current Director at the appropriate time. The proposed classification of the position, grade 24, will be one grade higher than the current Assistant Finance Director, which reflects the higher qualifications required for the new position. This position has the responsibility of working with the Director in the annual development of the operating and capital budgets, preparing the annual Comprehensive Annual Financial Report and administering the pension benefits program as well as direct supervisory responsibility over 4 employees accounting for the collection of revenues, the disbursement of bond payments, accounts receivable and payable and similar functions. It is projected that upon the retirement of the current Assistant Finance Director, this reclassification action will result in a labor cost savings of approximately \$16,000 annually beginning in fiscal year 2013-2014.

b. Abolish Fiscal Analyst, grade 22, position and establish an Accounts Payable/Cashiering Supervisor, grade 22, position

The **Fiscal Analyst**, grade 22, position currently has responsibility for assisting the Department Director in establishing the annual operating and capital budgets. These functions are proposed for assignment to the Accounting Operations Manager, thereby, eliminating the need for the Fiscal Analyst position. It is proposed that a new position, **Accounts Payable/Cashiering Supervisor**, grade 22, be established to personally perform duties relating to the management of insurance and loss control programs, process business tax receipts, assist with preparation of the annual budget and perform supervisory duties overseeing the safeguarding and accounting for City assets through the collection of cash revenues and associated accounts receivable, the disbursement of expenditures and associated accounts payable, payroll, and similar responsibilities. It is anticipated that this action will increase labor costs approximately \$1,000 beginning in fiscal year 2013-2014.

c. Abolish Accountant, part-time, grade 21, position and establish an Accounting Systems/Revenue Manager, full-time, grade 23, position

It is proposed that the part-time **Accountant** position, grade 21, be abolished and a full-time position for an **Accounting Systems/Revenue Manager**, grade 23, be established. This position will supervise 2 employees performing work involving professional accounting and general fiscal duties relating to accounts receivable, sewer billing, miscellaneous billing, assessments and reconciliations. Additionally, this position will perform advanced technical work in designing, testing, implementing, converting, training, and maintaining a City-wide automated financial accounting system providing a full set of accounting applications including general ledger, budgeting, procurement, payroll, utility billing and other business related functions (Tyler MUNIS system). The Finance Director has temporarily assigned these responsibilities to the current Senior Accountant. However, the implementation and maintenance of the City-wide automated financial accounting system software is an on-going program. This position serves as liaison to the software provider, Tyler, and the MIS Department relative to security and access to programs and will maintain close coordination with both the Planning and Building Departments relative to the Land Management File. This new position is essential to the successful implementation of the Tyler system. Position is also responsible for the automated accounting systems security and data integrity. The current and projected implementation of the automated financial accounting system modules are as follows:

Replacement and New Modules Implemented to Date	Replacement Modules to be Implemented	New Modules to be Implemented
Payroll	Utility	Fixed Assets
Human Resources	Cash Receipts	Work Orders
General Ledger	Receivables	Fleet Maintenance
Accounts Payable	Land Management	Facility Maintenance
Purchasing	Building and Permitting	Time Keeping System
P-Card	Business Tax Receipts	Customer Self Service
	Code Enforcement	Vendor Self Service

		Employee Self Service
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Labor costs are anticipated to be increased by approximately \$4,800 annually beginning in fiscal year 2013-2014 as a result of an internal promotion to this position. In addition, benefit costs will increase approximately \$10,000 for fiscal year 2013-2014.

d. Abolish Human Resources Generalist, grade 21, position and establish a Benefits and Payroll Specialist, grade 20

The current Human Resources Generalist has announced her retirement for no later than July 1, 2013. It is proposed that the **Human Resources Generalist** position, grade 21, be abolished and a **Benefits and Payroll Specialist** position, grade 20, be established. The current employee has over 30 years of service with the City and over time evolved into performing human resources related functions that are currently grade controlling. The pending retirement provides an opportunity to remove those duties from the position relating to human resources, such as assisting in staffing, wage and salary administration, OSHA and injury reporting, and workers' compensation administration, without adverse impact on the employee. Those functions removed from the position relating to the human resources will be assigned to Administrative Services without any impact job classifications. When this position is filled following the retirement of the current employee, it is projected that labor costs will be reduced by approximately \$23,000 annually beginning in fiscal year 2013-2014.

e. Abolish Administrative Assistant, grade 17, position and establish a second Fiscal Assistant, grade 18, position

The **Administrative Assistant**, grade 17, position was vacated due to retirement in January, 2013. The duties of this position are being combined with the duties of the current **Fiscal Assistant**, grade 18, position for improved customer service and efficiency of operations. It is proposed that a second Fiscal Assistant be authorized so the two employees are interchangeable relative to customer service activities relating to cash receipts, payment of various taxes, fees, utility billing, fines, business tax receipts, permitting and other financial obligation due the City. Both employees would be responsible for journal entries, data entry, processing payables, reconciling statements and accounts, and preparing records and reports. It is projected that labor costs will be reduced by approximately \$11,000 annually beginning in fiscal year 2013-2014.

It is anticipated that the current Senior Accountant position will become vacant following the restructuring of the Department and filling the position will result in a labor cost savings of an approximately \$4,200 annually beginning in fiscal year 2013-2014 as a result of an internal promotion to this position.

It is also anticipated that the sewer Accountant position will become vacant following the restructuring of the Department and filling the position will result in a decrease in labor costs of approximately \$15,500 annually beginning in fiscal year 2013-2014.

Although it appears that a savings of \$54,000 would result from the reorganization of the Finance Department, a labor cost offset of \$27,000 will result from eliminating the Accountant, part-time, and establishing the new full-time position of Accounting Systems/Revenue Manager.

Overall, it is projected that the reorganization will save approximately \$27,000 annually, \$11,500 to the General Fund and \$15,500 to the Sewer Fund beginning in fiscal year 2013-2014 following the leave payouts resulting from the multiple retirements (see attached).

Approval of the reorganization of the Finance Department is highly recommended.

**FINANCE DEPARTMENT
REORGANIZATION
FY2013**

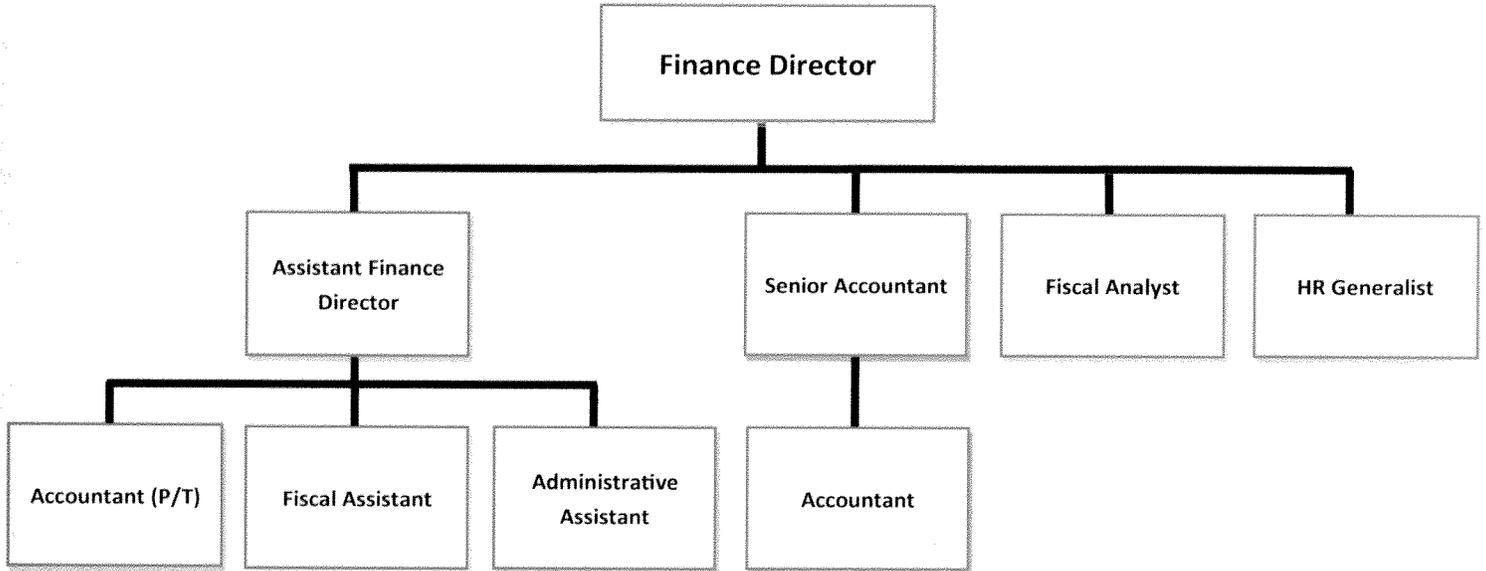
Positions	FTE	TOTAL		SALARY ALLOCATION					
		Current	Proposed	FINANCE		SEWER		Recreation	
				Current	Proposed	Current	Proposed	Current	Proposed
No Change to Position or Pay Classification									
Finance Director	1	101,849.90	101,849.90	101,849.90	101,849.90				
Senior Accountant	1	72,044.34	67,258.05	36,022.17	42,036.28	18,011.08	16,814.51	18,011.09	8,407.26
Accountant (Sewer)	1	63,108.66	45,674.97			63,108.66	45,674.97		
Fiscal Assistant Position #1	1	47,230.77	47,230.77	47,230.77	47,230.77				
Eliminated Positions									
Assistant Finance Director	-1	86,230.98	-	86,230.98	-				
Fiscal Analyst	-1	66,877.41	-	66,877.41	-				
HR Generalist (Payroll)	-1	65,569.71	-	65,569.71	-				
Administrative Assistant	-1	42,729.65	-	42,729.65	-				
Accountant (PT .75 FTE)	-0.75	44,999.97	-	44,999.97	-				
New Positions Established									
Accounting Operations Manager	1	-	70,000.00	-	70,000.00				
Accounting Systems/Revenue Manager	1	-	76,781.25	-	67,183.59				9,597.66
Accounts Payable/Cashiering Supervisor	1	-	67,880.57	-	67,880.57				
Benefits and Payroll Specialist	1	-	42,000.00	-	42,000.00				
Fiscal Assistant Position #2	1	-	31,668.00	-	31,668.00				
		590,641.38	550,343.51	491,510.55	469,849.11	81,119.74	62,489.48	18,011.09	18,004.92
Cut 1 PT; Add 1 FT Position Benefit Costs			13,730.02	-	10,304.40	-	3,425.62	-	-
			564,073.53	491,510.55	480,153.51	81,119.74	65,915.10	18,011.09	18,004.92
Annual Projected Cost Savings			(26,567.84)		(11,357.04)		(15,204.64)		(6.17)

Does not include employer payroll taxes and workmen's compensation. Both costs would decrease by each's respective percentage of the reduced wages.

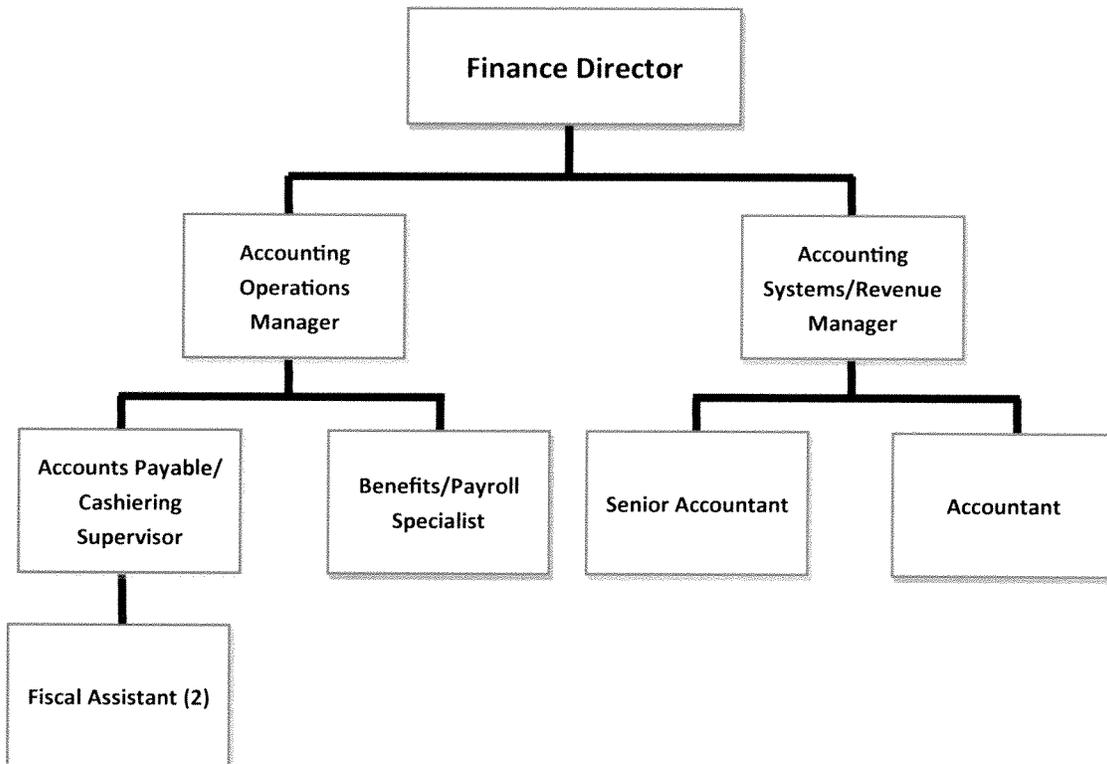
Does not include defined pension costs. Pension costs are determined annually by the plan's actuary.

New employees will participate in the 401a defined contribution plan.

FINANCE DEPARTMENT
Current Organization Structure



FINANCE DEPARTMENT
Proposed Organization Structure



ACCOUNTING OPERATIONS MANAGER GRADE 24

CITY OF SANIBEL Job Description

Job Title: Accounting Operations Manager, Grade 24
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Union Status: Non-Union
Prepared By: Jim Isom, Administrative Services Director
Prepared Date: January 17, 2013
Approved By: Sylvia Edwards, Finance Director

SUMMARY

Under the general direction of the Finance Director, is responsible for the maintenance of the City's accounting records in accordance with generally accepted accounting principles, accounting for the collection of revenues and associated accounts receivable, the disbursement of bond payments, the calculation and recording of depreciation and amortization, maintaining customer files for responsible funds, safeguarding and accounting for the City assets through the collection of revenues and associated accounts receivable, the disbursement of expenditures and associated accounts payable, preparation of annual financial statements, management of insurance and loss control programs, payroll operations, commercial and business tax receipts, and preparing special financial studies, surveys or reports required by the City. Performs a wide variety of professional and complex work relating to coordinating and preparing the City's operating and capital budgets, including revenue projections, preparing budget amendments for City Council action, working with City Council appointed budget committees and analyzing and reporting the financial ramifications of program proposals. Assists in preparing the Comprehensive Annual Financial Report (CAFR) of the City in compliance with the accounting requirements promulgated by the Governmental Accounting Standards Board (GASB). Performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises office staff in the performance of work involving professional accounting and general fiscal duties relating to accounts payable, payroll, financial reporting, disbursements and reconciliations.
- Assists in reviewing financial procedures used in the City.

ACCOUNTING OPERATIONS MANAGER CONTINUED:

- Manages the insurance and loss control programs.
- Responsible for administering pension benefits program and financial reporting including filing of reports and actuarial data.
- Reconciles all investment and bank accounts.
- Prepares the operating and capital budgets, including revenue projections, preparing budget amendments for City Council action, working with City Council appointed budget committees and analyzing and reporting the financial ramifications of program proposals.
- Assists the Director in preparing the CAFR in accordance with GASB standards.
- Prepares end of month and end of year reports.
- Conducts specialized studies or surveys pertaining to fees set by the City.
- Performs other special projects or studies required by the City.
- Responsible for annual business tax receipts relative to annual renewals, issuing, approvals, transfers and file maintenance.
- Assists the Finance Director in reviewing all revenues and expenditures against budget projections and allocations; assists in determining appropriate actions where discrepancies occur.
- Supervises the weekly pre-audit of Accounts Payable Vouchers and Disbursements.
- Supervises the recording and accounting of the fixed asset inventory.

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 employees involved in accounts receivable, payroll and payable operations. Carries out supervisory responsibilities in accordance with the Department's policies and applicable procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ACCOUNTING OPERATIONS MANAGER CONTINUED:

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors Degree in Accounting from an accredited college or university, Master's Degree preferred, supplemented by six (6) years related experience and/or training; or an equivalent combination of education and experience. Exceptional computer skills with Microsoft Office 2010, Word, Excel and PowerPoint are essential.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Florida Statutes affecting governmental financial operations

Knowledge of governmental accounting standards and financial reporting

Knowledge of the principles, practices, methods and terminology used in public budgeting and accounting

Knowledge of the principles and practices used to develop financial projections, both short and long-range

Knowledge of the techniques and procedures used in analysis and financial research

Knowledge of the principles and practices of organization, management and service systems of a public agency

Knowledge of modern computer applications and is able to adapt to new software packages as necessary

Ability to prepare, analyze and monitor the budgets of a public organization

Ability to perform financial and organizational analyzes involving statistics and service delivery systems

Ability to prepare and present a variety of financial and organizational reports and studies

Ability to develop and maintain effective working relationships with department directors and other employees

Ability to communicate effectively; orally and in writing

ACCOUNTING OPERATIONS MANAGER CONTINUED:

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant
Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in an office environment where the noise level is usually quiet.

ACCOUNTS PAYABLE/CASHIERING SUPERVISOR, GRADE 22

CITY OF SANIBEL JOB DESCRIPTION

Job Title: Accounts Payable/Cashiering Supervisor, Grade 22
Department: Finance
Reports To: Accounting Operations Manager
FLSA Status: Exempt
Union Status: Non-Union
Prepared By: Jim Isom, Administrative Services Director
Approved By: Sylvia Edwards, Finance Director

SUMMARY

Responsible for the safeguarding and accounting for City assets through the collection of cash revenues and associated accounts receivable, the disbursement of expenditures and associated accounts payable and payroll, management of insurance and loss control programs, coordination of data processing, issuance of business tax receipts, assisting with preparation of the annual budget and by performing or preparing any other special financial studies, surveys or reports required by the City. Duties include supervision of the fiscal assistant staff. Performs other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises office staff in the performance of fiscal work involving cash accounts receivable, accounts payable, financial reports, other disbursements and reconciliations.
- Assists in the preparation, administration and control of the annual budget.
- Responsible for management of insurance and loss control programs.
- Assists in the preparation of special and periodic financial reports and statements.
- Processes business tax receipts – annual renewals, issuing, approvals, transfers and file maintenance.
- Reviews all revenues and expenditures against budget projections and allocations; assists in determining appropriate actions where discrepancies occur.
- Conducts weekly pre-audit of Accounts Payable Vouchers and Disbursements.
- Supervises the recording and accounting of the fixed asset inventory.
- Oversees the collection of data and information for the indirect cost study and the annual fixed asset audit.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from

ACCOUNTS PAYABLE/CASHIERING SUPERVISOR CONTINUED:

assigning specific duties not listed herein if such functions are a logical assignment to the position.

SUPERVISORY RESPONSIBILITIES

Directly supervises 2 employees involved in accounts payable and cash receivables. Carries out supervisory responsibilities in accordance with the Department's policies and applicable procedures. Responsibilities include interviewing, recommending hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university in Accounting, Public Finance, Public or Business Administration or related field; supplemented by four (4) years of progressively responsible experience in Finance or Budgeting which must include experience in financial management systems; or an equivalent combination of training and experience. Exceptional computers skills with Microsoft Officer 2010 in Word, Excel and PowerPoint required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of public finance and accounting

Knowledge of the principles and practices of budgetary development

Knowledge of the laws, rules and regulations regarding complex financial record keeping.

Ability to work effectively with City employees and public officials

Ability to prepare and maintain complex financial reports

Ability to work quickly and accurately to meet deadlines

Skill in the use of computer-based data information systems

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

PHYSICAL DEMANDS

Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the

ACCOUNTS PAYABLE/CASHIERING SUPERVISOR CONTINUED:

operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Task requires visual perception and discrimination.

Task requires oral communications ability.

WORK ENVIRONMENT

Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes)

BENEFITS AND PAYROLL SPECIALIST GRADE 20

CITY OF SANIBEL Job Description

Job Title: Benefits and Payroll Specialist, Grade 20
Department: Finance
Reports To: Accounting Operations Manager
FLSA Status: Exempt
Union Status: Non-union
Prepared By: Jim Isom, Administrative Services Director
Prepared Date: January 18, 2013
Approved By: Sylvia Edwards, Finance Director

SUMMARY

Under the general supervision of the Accounting Operations Manager responsible for performing technical functions related to bi-weekly payroll, administering employee benefits and related deductions. The essential duties and responsibilities of this position involve a variety of functions that have little similarity requiring extensive knowledge relative to payroll, benefits programs, personnel database maintenance, EEOC recordkeeping and COBRA administration. Responsible for records management for the Finance Department. Serves as a confidential employee in developing records and reports relating to union negotiations. Develops and compiles special reports and information required in conjunction with labor negotiations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages, monitors and maintains benefit programs and provider contracts for compliance.
- Coordinates benefit enrollment, submits necessary documents for changes to providers; conducts open enrollment meetings and coordinates health and benefit fairs. Counsels employees on benefits and conducts benefits training as necessary.
- Calculates and inputs data concerning all employee status changes, new personnel, payroll, incentives, and other changes relevant to the payroll/human resources information database.

BENEFITS AND PAYROLL SPECIALIST CONTINUED:

- Researches and analyses trends and regulatory development in benefits programs as requested.
- Advises employees on specific benefits, responsibilities and requirements.
- Responsible for the in-processing of new hires explaining benefit entitlements and options available. Responds to inquiries and requests for information from employees concerning their benefits and problems incurred.
- Ensures timely and proper enrollment of employees in all benefit programs selected. Prepares reports concerning employee benefit enrollment, costs, etc., upon request.
- Responsible for payroll administration for the City ensuring proper biweekly pay, deductions and leave accrual for all employees. Reviews and verifies employee time sheets received from departments. Updates and maintains payroll database relative to employee earnings, benefits, taxes, etc.
- Provide COBRA entitlement notices to eligible former employees and dependents of current or former employees. Maintains the required information concerning COBRA enrollees and ensures that monthly premium payments are received. Terminates COBRA entitlement when appropriate.
- Prepares annual EEOC reports.
- Researches, compiles, and analyzes data necessary to generate required or requested biweekly, monthly, quarterly and annual reports.
- Responsible for developing and compiling data and information for management used in the labor negotiation process.
- Responsible for the records management program in the Finance Department.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS AND PAYROLL SPECIALIST CONTINUED:

EDUCATION and/or EXPERIENCE

An Associate's Degree and four (4) years of experience in functions that included administering employee benefits and payroll programs or a related field of work; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to use a wide variety of dissimilar reference, descriptive, and/or advisory data and information. Ability to read, analyze, interpret and communicate laws, rules, regulations and general directives. Ability to write general business correspondence. Ability to orally present information to individuals and groups and respond to questions from managers, employees, customers, and the general public.

DATA UTILIZATION

Ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema, plan or matrix. Ability to review, classify, categorize, prioritize, maintain and analyze data and/or information. Ability to calculate, compute, summarize and/or tabulate data and/or information.

MATHEMATICAL APTITUDE

Requires the ability to perform addition, subtraction, multiplication, division, calculate decimals and percentages.

REASONING ABILITY

Ability to apply common sense understanding, apply principles of rational systems and carry out instructions furnished in written, oral, schedule or diagram form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned functions.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

Computer skills to perform essential job functions using Microsoft Word and Excel and centralized database, payroll and general ledger systems.

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

BENEFITS AND PAYROLL SPECIALIST CONTINUED:

CERTIFICATES, LICENSES, REGISTRATIONS

Notary Public desirable

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment with no exposure to environmental conditions.

ACCOUNTING SYSTEMS/REVENUE MANAGER GRADE 23

CITY OF SANIBEL Job Description

Job Title: Accounting Systems/Revenue Manager, Grade 23
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Union Status: Non-union
Prepared By: Jim Isom, Administrative Services Director
Prepared Date: January 4, 2013
Approved By: Sylvia Edwards, Finance Director

SUMMARY

Under the general direction of the Finance Director, performs professional and advanced technical work in the design, testing, implementation, conversion, training and maintenance of a City-wide automated financial accounting system providing a full set of accounting applications including general ledger, budgeting, procurement, payroll, utility billing and other business related functions. Responsible for the maintenance of the City's accounting records for sewer billing, miscellaneous billing and grant reporting. Work requires a professional working knowledge of governmental accounting system practices and policies to establish procedures, processes, record and report business transactions, and to obtain required financial accuracy. Assists other departments, as necessary, in converting software applications collateral to the automated accounting system, but specific to other City functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises office staff in the performance of work involving professional accounting and general fiscal duties relating to accounts receivable, sewer billings, miscellaneous billings, assessments and reconciliations.
- Coordinates the implementation of each phase of the automated financial accounting system and other software applications provided by the system. Works with the appropriate Departments to ensure efficient and effective implementation.
- Conducts system design operations, tests system functionality and resolves operational issues and problems.

ACCOUNTING SYSTEMS/REVENUE MANAGER CONTINUED:

- Conducts employee training, as required, prior to implementing each phase of the automated accounting system operations, develops and distributes user guides relating to the system.
- Maintains the security access of all users in the financial and associated systems.
- Provides, generates and updates system training and documentation for users
- Provides general software training for new personnel.
- Develops and maintains monthly and annual financial reports required for City CAFR and periodic reporting for local, state and federal agencies.
- Responsible for monitoring the success of updates to the automated accounting system.
- Works with the automated accounting system vendor to resolve issues that are beyond local capabilities.
- Responds to questions from users concerning the operation of the automated accounting system as well as other functional issues.
- Collects appropriate data and prepares Federal, State, and Local reports and tax returns.
- Maintains financial records and files reports to appropriate agencies on federal, state or local grant programs administered by the City; advises appropriate department directors of the financial status of grant programs.

SUPERVISORY RESPONSIBILITIES

Directly supervises 2 employees involved in utility billing, miscellaneous billings, grant reporting, delinquent collections, specialized reporting and reconciliations. Carries out supervisory responsibilities in accordance with the Department's policies and applicable procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCOUNTING SYSTEMS/REVENUE MANAGER CONTINUED:

EDUCATION and/or EXPERIENCE

Bachelors degree in Accounting, Finance or a related field from an accredited college or university supplemented by four (4) years related experience and/or training; or an equivalent combination of education and experience. A minimum of two (2) year's experience with Tyler Munis or a comparable automated financial accounting system. Exceptional computer skills with Microsoft 2010 Word, Excel and PowerPoint required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods, procedures and policies of public accounting relating to general ledger, budgeting, procurement, payroll, utility billing and other business related functions.

Knowledge of the application of financial accounting software to accounting operations.

Ability to communicate effectively, both orally and in writing, to develop user guides and train personnel on automated accounting system operations.

Ability to create and/or modify ad hoc reports using Sequel, Crystal Reports or similar reporting tools.

Ability to thoroughly research data and information to detect and resolve accounting discrepancies and inaccuracies.

Ability to translate and document business processes, workflow and procedures for compatibility with software processes.

Ability to manage multiple tasks and meet tight deadlines as required.

Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Ability to communicate effectively, orally and in writing.

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers License

Certified Government Finance Officer Preferred

ACCOUNTING SYSTEMS/REVENUE MANAGER CONTINUED:

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in an office environment where the noise level is usually quiet.

FISCAL ASSISTANT GRADE 18

CITY OF SANIBEL Job Description

Job Title: Fiscal Assistant, Grade 18
Department: Finance
Reports To: Accounts Payable/Cashiering Supervisor
FLSA Status: Nonexempt
Union Status: AFSCME
Prepared By: Jim Isom, Administrative Services Director
Prepared Date: April 19, 2004
Revised Date: January 9, 2013
Approved By: Sylvia Edwards, Finance Director

SUMMARY

Serves under the general supervision of the Accounts Payable/Cashiering Supervisor performing routine, moderately complex to paraprofessional accounting work relating to accounts payable functions and customer service work involved in processing financial transactions as payment for various taxes, fees, utility billing, fines, business tax receipts, permits and other financial obligations due the City. Assigned work includes journal entries, data entry into automated accounting systems, processing payables, reconciling statements and accounts, and preparing records and reports for financial reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs routine, complex to paraprofessional accounting support work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the accounts payable function. Ensures the maintenance of proper audit trails and verification and reconciliation actions for all processed work.
- Processes bi-weekly check runs verifying amounts of invoices to purchase orders. Maintains vendor files. Reconciles monthly procurement card purchases by City staff. Verifies budget for departmental invoices. Liquidates over-encumbrances on encumbered purchase orders.
- Performs posting, data entry, and maintenance tasks relevant to account payable, e.g., various general ledger accounts, invoices, accounting records and reports. Verifies

FISCAL ASSISTANT CONTINUED

general ledger account coding. Responsible for correcting all data entry errors made by departments.

- Prepares journal entries for postage, copier paper usage, corrections to general ledger, bank loans, etc.
- Performs verification and reconciliation tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintains, updates and reconciles various logs, ledgers, files, databases, and spreadsheets.
- Maintains various W-9 records.
- Prepares monthly reports for local and state agencies such as, sales tax to Florida Department of Revenue, Motor Fuel Tax Rebate, Lee County School Board Impact Fees, Lee County Health Department Septic Abandonments. Calculates and submits quarterly reports of EMS and Fire Impact Fees, Florida Permit Surcharge collections. Annually reports to the Internal Revenue Service those City subcontractors requiring a 1099-Misc for work performed for the year.
- Assists in the City's annual audit of financial records.
- Assists with handling cash receipts, daily deposits, and inquiries from the public regarding various City services.
- Receives cash, checks and other negotiables from the public as payment for taxes, fees, utility bills, permits, fines, licenses and other financial obligations due the City.
- Responds to customer questions and complaints, performing necessary research and review to provide resolution.
- Processes payments received, ensuring daily balances of recorded transactions against total receipt and prepares deposit slips.
- Coordinates and summarizes daily receipts and deposits made at other departmental locations (e.g., Parking and Recreation).
- Receives business tax receipt applications; transfers business tax receipts; and prints new business tax receipts.
- Organizes and maintains department file system, and files correspondence and other records.

FISCAL ASSISTANT CONTINUED:

- Serves as receptionist and greets scheduled visitors and conducts to appropriate area or person.
- Reviews and distributes departmental mail.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

An Associates degree or completion of two (2) years of course work in an accounting, finance or business or a field related to the work; supplemented by a minimum of three (3) years of progressively responsible accounting clerk or fiscal assistant experience; or an equivalent combination of education and experience. Exceptional computer skills with Microsoft Office 2010 Word and Excel required.

LANGUAGE SKILLS

Ability to utilize a variety of reference, descriptive, and/or advisory data and information. Ability to read, analyze, and interpret rules, regulations and general directive. Ability to present information to individuals and respond to questions from managers, employees, customers, and the general public.

DATA UTILIZATION

Ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Ability to calculate, compute, summarize and/or tabulate data and/or information.

MATHEMATICAL APTITUDE

Requires the ability to perform addition, subtraction, multiplication, division, calculate decimals and percentages.

FISCAL ASSISTANT CONTINUED:

REASONING ABILITY

Ability to apply principles of rational systems and carry out instructions furnished in written, oral, schedule or diagram form. Ability to exercise independent judgment to solve common problems and to adopt and develop ideas that will have a positive effect on existing procedures, methods and services.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

Computer skills to perform essential job functions and maintain a centralized database.

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS

Notary Public

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment with no exposure to environmental conditions.

APPENDIX H
CLASSIFICATION PLAN FOR FISCAL YEAR 2012-2013
Amendment #1

GRADE	POSITION	MINIMUM	MAXIMUM
13	LIFEGUARD	\$22,984	\$35,096
13	RECREATION AIDE	\$22,984	\$35,096
15	ADMINISTRATIVE RECEPTIONIST	\$23,999	\$39,031
15	POLICE AIDE	\$23,999	\$39,031
15	SENIOR LIFEGUARD/INSTRUCTOR	\$23,999	\$39,031
15	SERVICE WORKER	\$23,999	\$39,031
16	ADMINISTRATIVE SECRETARY	\$24,973	\$43,305
16	PERMIT TECHNICIAN	\$24,973	\$43,305
16	POLICE RECORDS COORDINATOR	\$24,973	\$43,305
16	RECORDING SECRETARY	\$24,973	\$43,305
16	UTILITY SERVICE WORKER	\$24,973	\$43,305
16	WASTEWATER PLANT OPERATOR TRAINEE	\$24,973	\$43,305
17	ADMINISTRATIVE ASSISTANT	\$27,438	\$47,405
17	COMMUNITY OUTREACH COORDINATOR	\$27,438	\$47,405
17	DISPATCHER	\$27,438	\$47,405
17	LICENSING AND PERMIT TECHNICIAN	\$27,438	\$47,405
17	MECHANIC	\$27,438	\$47,405
17	TRADESWORKER	\$27,438	\$47,405
18	AQUATICS SUPERVISOR	\$30,229	\$51,999
18	EQUIPMENT OPERATOR/CREW LEADER	\$30,229	\$51,999
18	FISCAL ASSISTANT	\$30,229	\$51,999
18	FITNESS CONTRACTS COORDINATOR	\$30,229	\$51,999
18	RECREATION PROGRAM COORDINATOR	\$30,229	\$51,999
18	SENIOR ADMINISTRATIVE ASSISTANT	\$30,229	\$51,999
18	UTILITY MAINTENANCE TECHNICIAN I	\$30,229	\$51,999
18	WASTEWATER I PLANT OPERATOR	\$30,229	\$51,999
19	BUILDING INSPECTOR	\$34,108	\$61,653
19	COMPUTER SUPPORT SPECIALIST	\$34,108	\$61,653
19	EMERGENCY MANAGEMENT SPECIALIST	\$34,108	\$61,653
19	ENGINEERING TECHNICIAN	\$34,108	\$61,653
19	ENVIRONMENTAL ENGINEERING TECHNICIAN	\$34,108	\$61,653
19	FACILITY MAINTENANCE SUPERVISOR	\$34,108	\$61,653
19	GARAGE SUPERVISOR	\$34,108	\$61,653
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	\$34,108	\$61,653
19	PARALEGAL	\$34,108	\$61,653
19	PARKS MAINTENANCE SUPERVISOR	\$34,108	\$61,653
19	PLANNING TECHNICIAN	\$34,108	\$61,653
19	POLICE OFFICER	\$34,108	\$61,653
19	RECREATION PROGRAM SPECIALIST	\$34,108	\$61,653
19	SENIOR CODE ENFORCEMENT OFFICER	\$34,108	\$61,653

APPENDIX H
CLASSIFICATION PLAN FOR FISCAL YEAR 2012-2013
Amendment #1

GRADE	POSITION	MINIMUM	MAXIMUM
19	SENIORS PROGRAM ADMINISTRATOR	\$34,108	\$61,653
19	UTILITY MAINTENANCE TECHNICIAN II	\$34,108	\$61,653
19	WASTEWATER II PLANT OPERATOR	\$34,108	\$61,653
20	ENVIRONMENTAL SPECIALIST	\$37,204	\$63,024
20	EXECUTIVE ASSISTANT TO CITY MANAGER	\$37,204	\$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	\$37,204	\$63,024
20	WASTEWATER III PLANT OPERATOR	\$37,204	\$63,024
21	ACCOUNTANT	\$40,574	\$69,009
21	HUMAN RESOURCES GENERALIST	\$40,574	\$69,009
21	LEAD WASTEWATER PLANT OPERATOR	\$40,574	\$69,009
21	NETWORK ADMINISTRATOR	\$40,574	\$69,009
21	PLANNER	\$40,574	\$69,009
21	PUBLIC WORKS OPERATIONS MANAGER	\$40,574	\$69,009
21	STREETS SUPERINTENDENT	\$40,574	\$69,009
22	ACCOUNTS PAYABLE/CASHIERING SUPERVISOR	\$44,997	\$76,150
22	CHIEF WASTERWATER PLANT OPERATOR	\$44,997	\$76,150
22	ENVIRONMENTAL BIOLOGIST	\$44,997	\$76,150
22	FISCAL ANALYST	\$44,997	\$76,150
22	SENIOR ACCOUNTANT	\$44,997	\$76,150
22	SERGEANT	\$44,997	\$76,150
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	\$44,997	\$76,150
23	ACCOUNTING SYSTEMS ANALYST	\$49,369	\$86,250
23	ASSISTANT FINANCE DIRECTOR	\$49,369	\$86,250
23	DEPUTY BUILDING OFFICIAL	\$49,369	\$86,250
23	MIS DIRECTOR	\$49,369	\$86,250
23	POLICE LIEUTENANT	\$49,369	\$86,250
24	ACCOUNTING OPERATIONS MANAGER	\$52,639	\$98,669
24	ASSISTANT CITY ENGINEER	\$52,639	\$98,669
24	BUILDING OFFICIAL	\$52,639	\$98,669
24	CITY CLERK	\$52,639	\$98,669
24	POLICE MAJOR	\$52,639	\$98,669
24	RECREATION DIRECTOR	\$52,639	\$98,669
25	DEPUTY PUBLIC WORKS DIRECTOR	\$59,926	\$109,557
26	ADMINISTRATIVE SERVICES DIRECTOR	\$74,484	\$131,348
26	FINANCE DIRECTOR	\$74,484	\$131,348
26	NATURAL RESOURCES DIRECTOR	\$74,484	\$131,348
26	PLANNING DIRECTOR	\$74,484	\$131,348
26	POLICE CHIEF	\$74,484	\$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	\$84,886	\$154,120