RESOLUTION NO. 84-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST AMENDING THE CITY PERSONNEL CLASSIFICATION PLAN BY ADDING THE CLASSIFICATION OF ACCOUNTANT AND ESTABLISHING THE APPROPRIATE SALARY SCHEDULE

WHEREAS, Resolution No. 84-10 adopted February 6, 1984, adopted a Classification Plan for full-time positions within the City of Ridgecrest; and

WHEREAS, the Ridgecrest City Council desires to amend the Classification Plan to add the classification of Accountant,

NOW, THEREFORE, BE IT RESOLVED, by the Ridgecrest City Council, that the Classification Plan be amended by adopting the classification of Accountant as described in Attachment A, and

BE IT FURTHER RESOLVED, that the salary for the classification of Accountant be Range 30X, $1553/1983 per month.

APPROVED AND ADOPTED this 2nd day of April, 1984, by the following vote:

AYES: Mayor Cheshire, Councilmember Rieger

NOES: Councilmember Bergens

ABSENT: None

ABSTAIN: None

RON CHESHIRE, Mayor

ATTEST:

JOYCE M. TAFT, City Clerk

ATTACHMENT A

ACCOUNTANT

DEFINITION

Performs professional accounting work, including the examination, analysis, maintenance, reconciliation, and verification of financial records; assists in developing and installing new accounting and cost systems; recommends improvements in established accounting and office management systems; prepares reports; and related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Director of Finance.

EXAMPLES OF DUTIES

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

Prepare a wide variety of journal actions dealing with payroll, investments, fund transfers, invoices, and other subjects.

Maintain general and subsidiary ledgers.

Assist in the design, installation, and improvement of central and departmental accounting systems and procedures.

Assist with grant applications and financial management requirements.

Coordinate the keeping of a complex set of cost and control accounts.

Prepare periodic financial statements, analyses, and reports.

Assist in the collection, custody, investment, and disbursement of City funds.

Assist with auditing requirements.

QUALIFICATIONS

Knowledge of:

Governmental accounting, auditing, and financial reporting principles and practices.

Governmental budget preparation and analysis.

Modern office practices, procedures, methods, and equipment.

Ability to:

Analyze and verify financial records and documents.

Assist in installing and maintaining computerized accounting and budgeting systems, including instructing others.

Reduce complex financial data to a readily comprehensible form.

Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience as an accountant in making accounting and auditing studies and installations.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with a major in accounting, business or public administration, or finance, with major course work in accounting.