

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( X ) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Position Reclassification

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| <p>Background: Finance and Public Health are seeking to reclassify the position of Accounting Assistant IV. There are two such positions in Finance and one in Public Health, at a Range 16. The request is based on the added duties and responsibilities and critical thinking required of the position. The proposal is to reclassify the positions to Fiscal Assistant, Range 18. The general fund impact is approximately \$9,000 and \$4,500 to the Public Health budget. The general fund increase is included in the current budget.</p> | <p>Requested Action: Approve reclassification of Accounting Assistant IV position to Fiscal Assistant, Range 18, in Finance and Public Health, effective July 1, 2021</p> |
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ATTACHMENTS: Finance Job Description

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( X ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: January 19, 2022

Action taken:

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knowledgeable manner.

Manage purchase card payments, utility payments, discount vendor payments, tax turnovers, tax refunds, and other out of cycle payments to assure timely and accurate payments.

2. Cash Management (EE): Process incoming deposits utilizing County fiscal policies. Cash, check, electronic payments, and Local Government Investment Pool payments are received. As deposits from other County departments are received, cash is counted, a deposit form is signed and reviewed for accuracy. Other miscellaneous payments must be identified and a deposit form created. As electronic deposits are received, communication with departments is critical to correctly post payments. Deposits are keyed into the County financial software, and balanced. A spreadsheet with deposit information is completed and balanced with the bank each day.
3. Budget Support (EE): Prepare supplemental budgets, transfers, and memos for Board of Commissioner approval. Must complete, update, and balance multiple spreadsheets, as well as the financial software. Submits notices to the newspaper following publication rules. Attention to detail is critical to assure budget law compliance.
4. Advanced Administrative Support (EE): Uses multiple spreadsheets and other programs to maintain accurate records and provide meaningful information to others. Employee is encouraged to suggest and implement new processes to improve efficiency and cost effectiveness. Communicates effectively both verbally and in writing to create a positive atmosphere and team first office culture. Must work independently and produce high quality work in large volume to meet deadlines.

#### **OTHER DUTIES OF POSITION**

1. Provide support for audit, special projects, and tasks assigned by CFO or Assistant Director.
2. Assists management to develop and maintain staff morale, develop and sustain positive working relationships and encourage support of management, management decisions and management/county decision-making process.

#### **REQUIREMENTS FOR POSITION**

The Fiscal Assistant must possess at least five (5) years total experience in a combination of accounts payable, accounts receivable, full-charge bookkeeping, budgeting OR possess a Bachelor's degree in accounting or college level coursework in a related field and two (2) years of experience in accounts payable, bookkeeping activities. Advanced competence in Excel, Word, Google, and Microsoft Office. Must have accounts payable,

budgeting, and 1099 reporting knowledge. Must have ability to establish and maintain cooperative working relationships and follow County fiscal policies and procedures. Must be organized, pay attention to detail, and work independently to meet deadlines. Must work well under pressure, meet deadlines, maintain confidentiality, and work well with others

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date