

RESOLUTION NO. 2020-18-CC

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE SENIOR ACCOUNTANT POSITION IN THE ADMINISTRATIVE SERVICES DEPARTMENT

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to update the job specification of the Senior Accountant position in the Administrative Services Department; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary to the job specification of the Senior Accountant position, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A," and

WHEREAS, the City, in consultation with the Human Resources Division and the Administrative Services Department, has determined that it is proper to update the job specification of the Senior Accountant position;

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NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to update the position of Senior Accountant in the Administrative Services Department.

SECTION 2. The City Council hereby approves and adopts the proposed job specification for the Senior Accountant position, attached hereto as Exhibit "A."

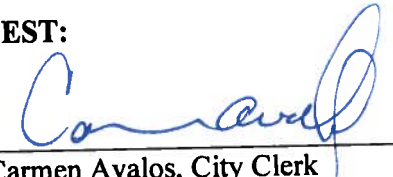
SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 12th day of May 2020.

CITY OF SOUTH GATE:


By: 
Maria Davila, Mayor

ATTEST:

By: 
Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: 
Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

SENIOR ACCOUNTANT

DESCRIPTION

Under general direction, performs advanced level professional accounting and financial analysis work in the maintenance and control of the City's accounting systems; performs related duties as required.

CLASS CHARACTERISTICS

The Senior Accountant is a single position classification which performs complex accounting functions in the Finance Division. This classification is distinguished from the Accountant classification by difficulty and complexity of work performed and the use of a high degree of independent judgment in making decisions. Incumbents in this classification may provide guidance to para-professional and/or professional level staff.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Director of Administrative Services/Finance.

SUPERVISION EXERCISED

May supervise the work of para-professional and/or professional staff.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Performs difficult and specialized professional accounting work in the maintenance of financial records (e.g. bank reconciliations, CIP projects, fixed assets and grants).

Monitors and records financial transactions and assures compliance with state and federal regulations, City policies and goals, and governmental accounting standards.

Assists in the accounting for complex financing projects and agreements (e.g. bonds and leases).

Performs month-end and year-end closing of books, including all necessary entries and reconciliations.

May prepare or assist in the preparation of complex financial reports such as the annual State Controller's Report, the Annual Street Report and the Successor Agency's Recognized Obligation Payment Schedule (ROPS).

Maintains City's debt records including coordinating payments to fiscal agents, preparation of disclosure information and reconciling trustee statements.

Assists in the preparation of the City's annual budget, Single Audit, Comprehensive Annual Financial Report, and various grant audit reports.

May assist with the selection of employees.

Maintain the City's chart of accounts; perform set-up and closing of the general ledger at year-end; and assist in implementation and maintenance of the City's ERP system/database.

Provides technical and functional assistance/backup to Division staff as needed.

May assist in managing the City's cash and investment portfolio.

May perform duties of the Deputy Director of Administrative Services/Finance in his/her absence.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way would be:

Education and Experience

Possession of a Bachelor's degree in accounting, finance, business administration or a closely related field and four (4) years of increasingly complex professional level accounting experience.

Knowledge, Skills, and Abilities

Knowledge of: generally accepted accounting principles within a municipality; advanced practices, procedures and principles of business accounting, auditing and budgeting; applicable federal, state and local laws, rules and regulations pertaining to government accounting and/or public finance; record keeping procedures; office procedures and equipment; application of electronic data processing to accounting procedures; methods of data collection and evaluation; principles and practices of supervision and leadership.

Ability to: analyze complex accounting activities, develop conclusions and make sound recommendations; apply accounting and auditing principles and procedures; interpret and apply related laws and regulations; prepare and present reports of related activity; direct the preparation and maintenance of accurate records; work independently with little direction; exercise sound judgment; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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 and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents may be exposed to repetitive motion. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. Incumbents are not substantially exposed to adverse environmental conditions.

SENIOR ACCOUNTANT

Created, 09/21/1981

Repealed, 10/25/1982

Reinstated, 10/28/1991

Amended, 05/12/2008

Amended, 05/12/2020

RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS

CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 2020-18-CC was adopted by the City Council at their Regular Meeting held on May 12, 2020, by the following vote:

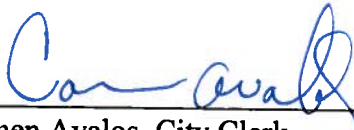
Ayes: Council Members: Davila, Avalos, Diaz, Rios and Hurtado

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on May 26, 2020.



Carmen Avalos, City Clerk
City of South Gate, California

