

RESOLUTION NO. 81-10-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, RECLASSIFYING THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE FINANCE DEPARTMENT TO ACCOUNTANT, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF ACCOUNTANT; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The position of Administrative Assistant in the Finance Department is reclassified to Accountant.

Section 3. The Classification and Pay Plan is revised to amend the job description for the position of Accountant. A copy of the amended job description is attached hereto as Exhibit A.

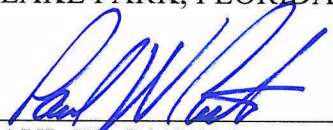
Section 4. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	_____
VICE-MAYOR ED DALY	<u>X</u>	_____
COMMISSIONER CHUCK BALIUS	<u>X</u>	_____
COMMISSIONER JEFF CAREY	<u>X</u>	_____
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	_____

The Town Commission thereupon declared the foregoing Resolution NO. 81-10-07 duly passed and adopted this 17 day of October, 2007.

TOWN OF LAKE PARK, FLORIDA

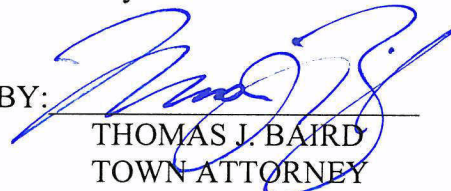
BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


TOWN OF LAKE PARK
VIVIAN MENDEZ
TOWN CLERK
SEAL

(TOWN SEAL)
FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

ACCOUNTANT

CLASSIFICATION CODE: 200
PAY GRADE: 12
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with wide latitude for the use of independent judgment and discretion in the performance of the work and application of professional accounting techniques. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Accountant position.

1. Prepares financial reports of all types, including those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns.
3. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts.
4. Prepares regulatory reports as required by State and Federal agencies.
5. Prepares daily cash reports, accurate deposits and data entries to accounts.
6. Performs monthly bank statement reconciliations.
7. Monthly analysis of revenues and expenditures and comparison of budget to actuals.
8. Monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities.
9. Prepares bi-weekly payroll and associated reports as required.
10. Monitors and reviews accounting payroll reports for accuracy and completeness.
11. Issues purchase orders and processes invoices for payment against purchase orders.
12. Processes all other payments for goods and services.
13. Processes payments and cash receipts from the public, other agencies and other departments.
14. Assists auditors in completing the yearly audits.
15. Performs other accounting and administrative functions for the Finance Director as assigned.

REQUIREMENTS:

A. Education and Experience:

Graduation from an accredited college or university with a Bachelor Degree in accounting or related field and three years experience in accounting. Municipal experience preferred. A combination of education and experience may be substituted for degree. Must be proficient in Excel and Microsoft Word.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and Government Accounting Standards Board requirements.
- Knowledge of organization, functions and financial issues involved in municipal government.
- Ability to plan, organize and carry out the work required to achieve sound financial management principals.
- Ability to prepare financial reports using advanced computer techniques and use of specific software programs such as Excel and Microsoft Word.
- Ability to establish and maintain working relationships with other employees, Town officials and the general public.
- Must be detail oriented and possess excellent organization skills.
- Ability to work independently and to make appropriate decisions.
- Ability to perform multiple tasks simultaneously.

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.