

**RESOLUTION 86-11-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO ADD THE POSITION OF ACCOUNTANT/BUSINESS TAX COORDINATOR AND CORRESPONDING JOB DESCRIPTION; 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 Classification and Pay Plan is revised to add the position of Accountant/Business Tax Coordinator and corresponding job description. A copy of the job description is attached hereto as Exhibit A.

**Section 3.** The salary range shall be set at the same range as that of Accountant which is \$34,624.51 to \$50,604.75.


**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 Osterman, and upon being put to a roll call vote, the vote was as follows:

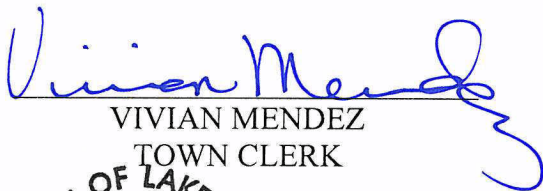
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 86-11-07 duly passed and adopted this 7 day of November, 2007.

TOWN OF LAKE PARK, FLORIDA

BY:   
PAUL W. CASTRO  
MAYOR

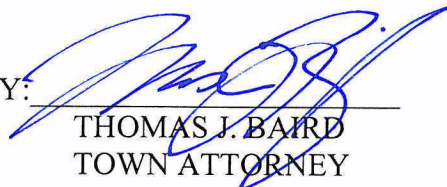
ATTEST:

  
VIVIAN MENDEZ  
TOWN CLERK

TOWN OF LAKE PARK  
(TOWN SEAL)  
SEAL

FLORIDA

Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY

**ACCOUNTANT/BUSINESS TAX COORDINATOR**

**CLASSIFICATION CODE:** 201  
**PAY GRADE:**  
**DEPARTMENT:** FINANCE

**CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the Finance Director, performs a variety of complex administrative and technical accounting functions in support of maintaining the fiscal records and systems of the Town. Is supervised by the Finance Director and performs related duties as directed. 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 anyone 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 this position.

**Grants Coordination –**

- Establishes and maintains all grant folders.
- Prepares, submits and maintains all information including requests for funds and reports for all grants that are submitted on-line.
- Provides all financial reports relating to grants.
- Prepare an Excel schedule of Federal, State and Local Grants at fiscal year end for the annual audit.

**Department Policies and Procedures –**

- Develops, updates and maintains operating policies and procedures for the Department.

**Accounting Schedules and Reports**

- Prepares financial reports required by the State
- Prepares the annual un-audited statistical report that is included in the annual audit report each year.
- Prepares various accounting analyses and reports as needed.

**Local Business Tax Receipts (Previously known as Occupational Licenses)—**

- Makes the final review of all applications for Local Business Tax Receipts.
- Issues all Local Business Tax Receipts.
- Maintains and updates the physical Tax Receipts files for changes and updates.
- Maintains Management Information System for Local Business Tax Receipts.

- \*\* Enters all required information, including all cash receipts.
- \*\* Issues all needed reports from the system.
- \*\* Notifies each business of renewals.
- \*\* Notifies delinquent businesses of late fees and other penalties.
- Maintains maps and pictures of all commercial business locations.
  - \*\* Updates the information annually.
  - \*\* Compares property owner information with the Property Appraiser's web site.
  - \*\* Compares current businesses with the Management Information System data.
  - \*\* Notifies all current property and business owners that do not have current Business Tax Receipts to apply for them at the Community Development Department.

## **REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree from an accredited college or university in Accounting, Finance or Business Administration. Certified Licensing Official (CLO) certification preferred.

### **Knowledge, Skills and Abilities:**

- At least one year of accounting experience.
- Computer skills, including Excel, Word and experience in at least one electronic accounting system application.
- Excellent writing and speaking skills

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIRONMENTAL REQUIREMENTS:**

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.