

RESOLUTION NO. 11-05-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF ASSISTANT TO THE FINANCE DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND 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 Uniform Classification System of the Town of Lake Park 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 Uniform Classification System is amended to revise the job description for the position of Assistant to the Finance Director, and to change the title to Chief Accountant. A copy of the revised job description is attached hereto as Exhibit A.


Section 3. This Resolution shall become effective immediately upon adoption.

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

	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	___
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	___
COMMISSIONER ERIN FLAHERTY	<u>/</u>	___
COMMISSIONER MICHAEL O'ROURKE	<u>/</u>	___
COMMISSIONER KATHLEEN RAPOZA	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 11-05-13 duly passed and adopted this 15 day of May, 2013.

TOWN OF LAKE PARK, FLORIDA

BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:


BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

EXHIBIT A

ASSISTANT TO THE FINANCE DIRECTOR CHIEF ACCOUNTANT

JOB CODE: 125
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Finance Director, responsible for assisting the Finance Director in managing directing and coordinating the activities carried of the Finance Department including on in the areas of accounting, budgeting, debt administration, cash management, data base management, insurance administration, data base management, monthly financial reporting and general ledger account reconciliation. Work is performed with a significant some degree of independence under the direction of the Finance Director. Performs other work and duties as assigned or necessary. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Chief Accountant position.

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1. Prepares monthly and special periodic financial statements and reports; maintains official financial records and files.

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2. Coordinates and may direct members of the Finance Department in matters concerning accounting and reporting.

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3. Maintains the Accounting Policy and Procedure Manual and the Revenue Manual.

4. Participates in the preparation of the annual budget and annual financial audit. Responsible for budget data input into the financial system.

5. Serves as support liaison and network coordinator for the accounting system.

6. Prepares and processes monthly billings and collections for the Sanitation Fund.

7. Prepares and files monthly and quarterly reports with various governmental agencies such as sales tax, employment reports, etc.

8. Maintains accounting system software database; establishes revenue, expenditure and general ledger accounts in accordance with the State Uniform Accounting System.

9. Handles all bank reconciliations.

8.9. Monitors cash receipting.

REQUIREMENTS:

1. **Training and Experience:**

Bachelor's Degree from an accredited college or university with a major in Accounting plus three years of senior accounting experience with a municipal government are required. Certified Public Finance Officer (CPFO) certification preferred. -preferred; or the equivalent combination of education and experience

2. **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the requirements of the Financial Accounting Standards Board and the Government Accounting Standards Board governmental accounting principles, practices, methods and procedures.
- Ability to present ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the public.
- Proficiency in the use of Knowledge of computer operations and network systems such as Microsoft Word and Excel.

3. **Physical Requirements:**

~~Work involves some physical effort, i.e. some standing and walking or frequent light lifting (five to twenty pounds), dexterity in use of fingers, limbs or body in the use of shop or office equipment. Work may involve extended periods of time at a computer keyboard and monitor.~~

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

4. **Environmental Requirements:**

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

~~5. **Sensory Requirements:**~~

~~Work requires color and form perception and discrimination.~~

~~6.5. **Blood Borne Pathogens:**~~

~~Category II— Minimal to No Risk of Exposure~~

~~The Town of Lake Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Lake Park will provide reasonable accommodation to~~

~~qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.~~

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.

ASSISTANT TO THE FINANCE DIRECTOR

CLASSIFICATION CODE: 125
PAY GRADE: 15
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Finance Director. Responsible for assisting the Finance Director in directing and coordinating activities carried on in the areas of accounting, budgeting, debt administration, cash management, insurance administration, data base management, monthly financial reporting and general ledger account reconciliation. Work is performed with some degree of independence under the direction of the Finance Director. Performs other work and duties as assigned or necessary. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Prepares monthly and special periodic financial statements and reports; maintains official financial records and files.
2. Participates in the preparation of the annual budget and annual financial audit. Responsible for budget data input into the financial system.
3. Serves as support liaison and network coordinator for the accounting system.
4. Prepares and processes monthly billings and collections for the Sanitation Fund.
5. Prepares and files monthly and quarterly reports with various governmental agencies such as sales tax, employment reports, etc.
6. Maintains accounting system software database; establishes revenue, expenditure and general ledger accounts in accordance with the State Uniform Accounting System.
7. Handles all bank reconciliations.
8. Monitors cash receipting.

REQUIREMENTS:

1. **Training and Experience:**

Bachelor's Degree from an accredited college or university with a major in accounting preferred; or the equivalent combination of education and experience

*Adapted via
Resolution 20-06-05
7/6/05.*

2. **Knowledge, Skills and Abilities:**

- Knowledge of governmental accounting principles, practices, methods and procedures.
- Ability to present ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the public.
- Knowledge of computer operations and network systems.

3. **Physical Requirements:**

Work involves some physical effort, i.e. some standing and walking or frequent light lifting (five to twenty pounds), dexterity in use of fingers, limbs or body in the use of shop or office equipment. Work may involve extended periods of time at a computer keyboard and monitor.

4. **Environmental Requirements:**

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

5. **Sensory Requirements:**

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6. **Blood Borne Pathogens:**

Category II – Minimal to No Risk of Exposure

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