



## **STAFF REPORT**

DATE: February 7, 2017

**CONSENT**

ITEM #: 8

**AGENDA ITEM:** Accept Resignation of Accountant and Authorize Posting of Position

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Patty Baker submitted her resignation as accountant last month with her last day being February 15<sup>th</sup>.

### **ISSUE BEFORE COUNCIL:**

Does Council accept the resignation and authorize posting to fill the position with a full time employee?

### **PROPOSAL:**

The Council is respectfully requested to accept the resignation from Patty Baker.

Staff is proposing advertising for the position immediately as a full time position with a hiring range of \$22.94-27.94/hour. Currently the position works 24-30 hours per week depending on need. The TKDA Cost of Services Study for the utility funds completed in 2016 had identified the need for an additional ½ time billing clerk in 2018. Given the other areas of growth (general fund items such as billings, payroll, etc.) and this opportunity to bring on new staff, staff is proposing to move that time line up a year. The pay range was taken from the Job Classification and Compensation Study presented in January. The market minimum was identified as \$22.94, the market average was \$26.38 and the market maximum was \$27.94.

Additionally, as part of the Job Class and Comp Study work was done to update job descriptions. An undated description is included in your packet. There are no significant change from the previous job description with the exception of possibly changing the reporting structure. If Council decides to contract for financial management services, the accountant would report to the City Administrator as the Finance Director position would be contracted out.

### **FISCAL IMPACT:**

The estimated cost (wages, benefits and payroll taxes) for the position to be full time is \$76,329.74. This is an increase of \$38,373 from 2016 actual costs. The Accountant's wage is split amongst four funds-storm water (10%), sewer (15%), general fund (25%) and water (50%).

### **OPTIONS:**

- 1) Accept Resignation, Approve New Job Description and Authorize Posting Full Time Position

- 2) Accept Resignation, Approve New Job Description and Authorize Posting Part Time Position

**RECOMMENDATION:**

If removed from the consent agenda:

*“Motion to accept Patty Baker’s resignation, approve new accountant job description and authorize posting full time position.”*

**ATTACHMENTS:**

- Job Description
- Posting

# City of Lake Elmo

**Job Title:** Accountant

**Department:** Finance

**Status:** Full-time regular position

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to City Administrator

**Supervisory Duties:** This position has no supervisory duties.

**Position Details:** To perform a variety of accounting functions including accounts payable, payroll, utility billing, account reconciliations, annual budget preparation, year-end audit preparation, and other duties as assigned.

**Accounts Payable:**

- Responsible for processing accounts payable
- Responsible for Department filing and reporting
- Coordinate with Departments to ensure vouchers are properly coded and approved for payment

**Payroll:**

- Responsible for processing payroll and all state and federal related reporting
- General knowledge of benefits and new hire requirements
- Responsible for gathering of timesheets, data entry of time, and issuance of electronic transfers to employees

**Utility Billing:**

- Provide customer service on-site, front counter, e-mail inquiries and phone calls
- Responsible for utility billing processing: including processing bills, payments and adjustments as needed
- Complete assessment and utility search inquiries
- Assist the Finance Director in preparing the annual assessment report for the County
- Working with Public Works as new meters are set-up and meters are shut off

**Annual Financial Preparation:**

- Assist with year-end audit schedules and preparation
- Assist with budget preparation
- Complete monthly reconciliation of Developer Escrow

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

**Position Requirements**

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

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines

- Works well with internal staff and provides them with accurate and timely financial reports and problem resolution when appropriate
- Makes minimal errors completing recurring entries, bank reconciliations, monthly billings, calculations, subsidiary spreadsheets, accounts payable and payroll processing
- Ability to perform with minimal supervision
- Contributes to the team effort and positive image of the Department by consistently providing a high level of support to internal and external customers
- Promptly resolves accounting problems in a constructive and well-documented manner
- Maintain internal and external relationships via in-person, phone, or e-mail with residents, vendors, auditors, staff, realty agents and bank professionals

**Education:** four-year degree in business, liberal arts, or accounting

**Requirements:** Minimum of two years' experience in payroll, accounts payable and general ledger experience

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

**Desired Qualifications:**

- Education and experience in accounting and finance
- Ability to exercise independent judgement and discretion in decision-making
- Ability to effectively problem solve using analytical and strategic thinking
- Knowledge of principles and practices of local government
- Advanced computer software experience and proficiency in Word, Xcel and other financial software packages

**Physical and Mental Requirements:** Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.

*\*\* The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:** Most work is performed in an office setting

**Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity

expected from all staff

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

*\*\* The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

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Accepting Applications for the Position of:

## Accountant

**SALARY: \$22.94 - 27.94/hr**

**ANTICIPATED HIRING RANGE: \$22.94 - 27.94/hr**

**OPENING DATE: 2/9/17**

**CLOSING DATE: 2/23/17**

**POSITION TITLE:** Accountant  
**DEPARTMENT:** Finance  
**ACCOUNTABLE TO:** City Administrator

### **Primary Objective of Position**

To perform a variety of accounting functions including accounts payable, payroll, utility billing, account reconciliations, annual budget preparation, year-end audit preparation, and other duties as assigned.

### **Essential Functions of the Position**

#### **Accounts Payable:**

- Responsible for processing accounts payable
- Responsible for Department filing and reporting
- Coordinate with Departments to ensure vouchers are properly coded and approved for payment

#### **Payroll:**

- Responsible for processing payroll and all state and federal related reporting
- General knowledge of benefits and new hire requirements
- Responsible for gathering of timesheets, data entry of time, and issuance of electronic transfers to employees

#### **Utility Billing:**

- Provide customer service on-site, front counter, e-mail inquiries and phone calls

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- Assist the Finance Director in preparing the annual assessment report for the County
- Working with Public Works as new meters are set-up and meters are shut off

#### **Annual Financial Preparation:**

- Assist with year-end audit schedules and preparation
- Assist with budget preparation
- Complete monthly reconciliation of Developer Escrow

#### **Minimum Qualifications**

Four-year degree in business, liberal arts, or accounting, Minimum of two years' experience in payroll, accounts payable and general ledger experience

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

#### **Desirable Qualifications**

- Education and experience in accounting and finance
- Ability to exercise independent judgement and discretion in decision-making
- Ability to effectively problem solve using analytical and strategic thinking
- Knowledge of principles and practices of local government
- Advanced computer software experience and proficiency in Word, Xcel and other financial software packages

#### **Physical Requirements**

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.

PLEASE APPLY BY **CLOSING DATE: 2/23/17**

**SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:  
CITY OF LAKE ELMO**

ATTN: Julie Johnson, CITY CLERK

3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL  
INFORMATION/APPLICATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER