

RESOLUTION NO. 2022-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING A PROPOSED JOB DESCRIPTION, CLASSIFICATION AND SALARY SCHEDULE CHANGE FOR THE ACCOUNTING SERVICES MANAGER CLASSIFICATION TO ASSISTANT FINANCE DIRECTOR; AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY ADJUSTMENTS TO CITY'S CLASSIFICATION AND COMPENSATION PLANS; AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATE BUDGETARY AND ACCOUNTING ENTRIES AND ADJUSTMENTS

WHEREAS, Chapter 2.08.070 of the Marina Municipal Code vests the City Manager with the responsibility for the efficient administration of all affairs of the City and effect such administrative reorganization of offices, positions and units under his direction as are in the interest of efficient, effective and economical conduct of the City's business and recommend to the City Council such measures as he considers necessary; and,

WHEREAS, pursuant to Personnel Manual definition of reclassification: Reclassification or Reallocation shall mean the reassignment or change in allocation of an individual position by raising it to a higher, reducing it to a lower, or moving it to another class of the same level on the basis of significant changes in the kind or difficulty of duties and responsibilities in such a position; and,

WHEREAS, the current vacancy in the position of Accounting Services Manager position has allowed for a reassessment of the position to meet the City's needs; and,

WHEREAS, in order to better serve the needs of the Department and the City, staff has proposed a reclassification of the Accounting Services Manager to Assistant Finance Director; and,

WHEREAS, the proposed changes to the job description duties and responsibilities warrant a reclassification to the Assistant Finance Director classification (Exhibit "B"); and,

WHEREAS, the increase cost of the proposed reclassification is approximately \$19,401 annually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. Adopt Resolution No. 2022-30, approving a proposed job description, classification and salary schedule for Accounting Services Manager to Assistant Finance Director;
2. Authorize the City Manager to make necessary adjustments to City's Classification and Compensation Plans; and,
3. Authorize the Finance Director to make appropriate budgetary and accounting entries and adjustments.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 1st day of March 2022 by the following vote:

AYES, COUNCIL MEMBERS: Medina Dirksen, Burnett, Berkley, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: Biala

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk



Department
Employee Association
Resolution No./Established Date:
Resolution No./Revision Date(s):
Salary Range:
EEO Code

Finance
Management Association

December 19, 2006
Position Code
FSLA Exempt

ACCOUNTING SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, supervises and manages a wide range of highly complex accounting activities, projects and programs; oversee the preparation and maintenance of financial records and reports; participate in the development, implementation and maintenance of policies, procedures and internal controls; supervise and coordinate external audits and the preparation of the annual financial reports; supervise and evaluate accounting staff, ensure customer service support to City department personnel; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Finance Director. Exercises direct supervision over accounting staff, including contracted personnel.

EXAMPLE OF ESSENTIAL AND IMPORTANT DUTIES

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

Duties may include, but are not limited to the following:

1. Plan, supervise and implement accounting operations, including general ledger, accounts payable, purchase orders, payroll, accounts receivable, fixed assets and special accounting project studies and analyses.
2. Supervise the preparation and maintenance of financial information, data and records; manage the automated financial system; and ensures the appropriate records management and retention systems.
3. Perform technical and professional accounting and auditing; oversee accounting and financial reporting operations; conduct complex account analyses; oversee cash and bank reconciliations; monitor, approve and/or post journal entries and budget amendments.
4. Ensure financial records are in compliance with laws, ordinances, regulations, grant agreements, contract obligations and Generally Accepted Accounting Principles (GAAP).
5. Oversee City expenditures for budgetary and established policy compliance.
6. Provide assistance, advise and consultation with Department Directors and staff on accounting, budget and finance related matters.
7. Perform year-end reconciliations, adjustments and closing of financial records coordinate annual independent financial audit; prepare or supervise preparation of audit schedules.

8. Prepare annual financial reports and perform periodic internal audits.
9. Review, analyze, develop, and implement financial policies, procedures, and internal controls, and communicate to program staff and City employees.
10. Conduct research, compile, analyze and interpret a wide variety of complex information and data, prepare a variety of complex and analytical documents and reports, and present information to individuals and groups, including public meetings and hearings.
11. Participate in the development and preparation of the annual budget; coordinate the distribution of budget information; and consult with departments on budget issues.
12. Supervise accounting personnel; assist in hiring; ensure training and staff development, monitor and evaluate performance and work products; recommend appropriate disciplinary action, and establish performance enhancement goals.
13. Assist in the short and long-range planning of program and project goals and objectives; assists in forecasting needed funding, staffing needs, equipment, materials and supplies.
14. Monitor and evaluates customer service and make recommendations.
15. Prepare and review written reports, correspondence and other materials.
16. Present complex financial information or reports to individuals, before groups, and at public meeting and hearings.
17. Serve on various committees and attend meetings, as assigned.
18. May serve as the Finance Director, as assigned.
19. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Legal, moral, ethical and professional standards of conduct.
2. Principles and techniques of supervision, including staffing, delegating, employee development, employee performance, discipline, and monitoring work assignments.
3. Generally Accepted Accounting Principles (GAAP) for government.
4. Auditing Standards.
5. Governmental budgeting, accounting and auditing and payroll methods and practices.
6. Grant and contract administration, including accounting and reporting requirements.
7. Current laws, ordinances, codes and regulations pertaining to government finance operations.
8. Automated financial systems, computers and related software applications.
9. Research techniques; and analytical and technical report writing.
10. Modern office practices, procedures, methods and equipment.
11. Political sensitivities, methods of conflict resolution and problem solving, and good public relations techniques.

Ability to:

1. Plan, organize, coordinate and manage complex and advanced accounting work.
2. Apply professional business ethics.
3. Develop, implement and evaluate accounting and budgeting policies, practices, systems and controls.
4. Perform professional analyses and interpretation of financial and accounting records and make concise, coherent and useful recommendations.

5. Prepare financial statements in accordance with GAAP.
6. Understand, interpret, and apply laws, ordinances, codes, regulations, grant agreements, contract obligations and procedures relating to financial operations.
7. Provide professional advice, assistance, information and support to City staff for a wide variety of complex financial matters.
8. Select, train, direct, supervise and evaluate the work of accounting staff.
9. Organize and prioritize departmental work flow and accounting operations.
10. Research, interpret and apply complex information, issues, laws, regulations, policies and procedures.
11. Development, implement and monitor goals objectives, and work standards.
12. Facilitate meetings and discussions to achieve problem solving and solutions.
13. Participate, foster and encourage all members of the Finance Department to work as team members, and to establish and maintain cooperative work relationships with the department.
14. Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations to individuals, before groups, and at public meeting and hearings.
15. Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action.
16. Exercise sound and consistent independent judgments.
17. Establish and maintain positive, cooperative and effective relationships with City staff, elected officials, the general public and others contacted in the course of business.
18. Communicate clearly and concisely, both orally and in writing.
19. Operate a variety of office machines including typewriter, ten-key calculator and automated financial applications, computers and software programs, and peripheral equipment.

TRAINING AND EXPERIENCE

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

Education: Equivalent to Bachelor's degree from an accredited college or university in accounting, finance, or closely related field;

Experience: Four (4) years of increasingly responsible, professional accounting experience, including at least two (2) years in the public sector, and two (2) years of supervisory experience.

License and Certification: Possession of, or ability to obtain, a valid California drivers license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spread-sheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

The physical demands 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. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means. Attend evening meetings as required, and may be required to travel out of the City to attend meetings and/or conferences.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.



Department
Employee Association
Resolution No./Established Date:
Resolution No./Revision Date(s):
Salary Range:
EEO Code

Finance
Unrepresented
2022-/March 1, 2022
Position Code
FSLA Exempt

ASSISTANT FINANCE DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, coordinates, supervises and manages a wide range of highly complex accounting activities, projects and programs; performs professional accounting work to ensure compliance with governmental accounting standards and all other regulatory requirements; oversees the preparation and maintenance of financial and accounting records and reports; participates in the development, implementation and maintenance of policies, procedures and internal controls; supervises and coordinates external audits and the preparation of the annual financial reports; plans, organizes and directs the preparation, implementation and management of the City's operating and capital budgets; supervises and evaluates accounting staff, ensures customer service support to City department personnel; maintains and improves the City's accounting system; administers current and long-term planning activities; provides highly complex and responsible support to the Finance Director; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Finance Director. Exercises direct supervision over professional, technical and accounting staff, including contracted personnel.

EXAMPLE OF ESSENTIAL AND IMPORTANT DUTIES

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

Duties may include, but are not limited to the following:

1. Plan, supervise, manage, and implement day-to-day finance operations, including general ledger, grant accounting, cost accounting, capital project accounting, enterprise fund accounting, purchasing, risk management, accounts payable, payroll, accounts receivable, treasury and fixed assets.
2. Supervise the preparation and maintenance of financial information, data and records; manage and improve the automated financial system; and ensure the appropriate records management and retention systems.
3. Perform technical and professional accounting and auditing; conduct complex account analyses and project studies; oversee cash and bank reconciliations; monitor, approve and/or post journal entries and budget amendments.

4. Ensure financial records are in compliance with laws, ordinances, regulations, grant agreements, contract obligations and Generally Accepted Accounting Principles (GAAP).
5. Review, analyze, develop, and implement financial policies, procedures, and internal controls, and communicate to program staff and City employees.
6. Assist in the short and long-range planning of program and project goals and objectives; assists in forecasting needed funding, staffing needs, equipment, materials and supplies.
7. Perform year-end reconciliations, adjustments and closing of financial records coordinate annual independent financial audit; prepare or supervise preparation of audit schedules.
8. Provide assistance, advise and consult with Department Directors and staff on accounting, budget and finance related matters.
9. Develop forecasts for City revenues, expenditures, and year-end fund balances.
10. Plan and manage the City indebtedness including bonds, loans and interfund advances.
11. Participate in the development, preparation, administration and oversight of the City operating and capital improvement program budgets.
12. Analyze financial reports, contracts, leases, partnership agreements, development agreements and fee agreements and make recommendations to directors on courses of action.
13. Prepare and analyze a variety of complex financial reports, statements and schedules; prepare periodic reports, including the State Controller's Report and Annual Comprehensive Financial Report (ACFR).
14. Supervise accounting personnel; assist in hiring; ensure training and staff development, monitor and evaluate performance and work products; recommend appropriate disciplinary action, and establish performance enhancement goals.
15. Maintain and reconcile a variety of ledgers, reports, and accounting records, analyses accounting transactions to ensure accuracy; approve journal entries to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
16. Monitor and evaluates customer service and make recommendations.
17. Present complex financial information or reports to individuals, before groups, and at public meeting and hearings.
18. Serve on various committees and attend meetings, as assigned.
19. May serve as Acting Finance Director, as assigned.
20. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Legal, moral, ethical and professional standards of conduct.
2. Administrative principles and practices, including goal setting, program development, implementation, and project management.
3. Principles and practices of employee supervision, including work planning, employee development, training,, delegating, employee development, employee performance, discipline, and monitoring work assignments.
4. Principles and practices of public agency finance, including general and governmental accounting, principles and practices of GASB (Government Accounting Standards Board), Generally Accepted Accounting Principles (GAAP) for government, auditing and reporting

functions.

5. Auditing Standards.
6. Principles and practices of governmental budgeting development, accounting and auditing and payroll methods and practices.
7. Grant and contract administration, including accounting and reporting requirements.
8. Current laws, ordinances, codes and regulations pertaining to government finance operations.
9. Automated financial systems, computers and related software applications.
10. Research techniques; and analytical and technical report writing.
11. Modern office practices, procedures, methods and equipment.
12. Political sensitivities, methods of conflict resolution and problem solving, and good public relations techniques.
13. Legal, moral, ethical and professional standards of conduct.

Ability to:

1. Recommend and implement goals, objectives, and practices for providing effective services.
2. Plan, organize, coordinate and manage complex and advanced accounting work and projects.
3. Apply professional business ethics.
4. Develop, implement and evaluate accounting and budgeting policies, practices, systems and controls.
5. Perform professional analyses and interpretation of financial and accounting records and make concise, coherent and useful recommendations.
6. Prepare financial statements in accordance with GAAP.
7. Understand, interpret, and apply laws, ordinances, codes, regulations, grant agreements, contract obligations and procedures relating to financial operations.
8. Provide professional advice, assistance, information and support to City staff for a wide variety of complex financial matters.
9. Select, train, direct, supervise and evaluate the work of accounting staff.
10. Organize and prioritize departmental workflow and accounting operations.
11. Research, interpret and apply complex information, issues, laws, regulations, policies and procedures.
12. Development, implement and monitor goals objectives, and work standards.
13. Facilitate meetings and discussions to achieve problem solving and solutions.
14. Participate, foster and encourage all members of the Finance Department to work as team members, and to establish and maintain cooperative work relationships with the department.
15. Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations to individuals, before groups, and at public meeting and hearings.
16. Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action.
17. Exercise sound and consistent independent judgments.
18. Establish and maintain positive, cooperative and effective relationships with City staff, elected officials, the general public and others contacted in the course of business.
19. Communicate clearly and concisely, both orally and in writing.
20. Operate a variety of office machines including typewriter, ten-key calculator and automated financial applications, computers and software programs, and peripheral equipment.

Skills to:

1. Exercise individual and innovative judgment and make difficult decisions.
2. Exhibit discretion and integrity when handling sensitive situations.

TRAINING AND EXPERIENCE

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

Education: Equivalent to Bachelor's degree from an accredited college or university in accounting, finance, or closely related field;

Experience: Four (4) years of increasingly responsible, professional accounting experience, including supervisory experience; government experience preferred.

License and Certification: Possession of a valid California driver's license or ability to obtain one within one (1) month of starting is required. Possession of a Certified Public Accounting (CPA) designation is desirable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

The physical demands 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. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means. Attend evening meetings as required, and may be required to travel out of the City to attend meetings and/or conferences.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

February 25, 2022

Agenda Item: **8f(7)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of March 1, 2022

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2022-,
APPROVING A PROPOSED JOB DESCRIPTION, CLASSIFICATION AND
SALARY SCHEDULE CHANGE FOR THE ACCOUNTING SERVICES
MANAGER CLASSIFICATION TO ASSISTANT FINANCE DIRECTOR;
AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY
ADJUSTMENTS TO CITY'S CLASSIFICATION AND COMPENSATION
PLANS; AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE
APPROPRIATE BUDGETARY AND ACCOUNTING ENTRIES AND
ADJUSTMENTS**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2022-, approving a proposed job description, classification and salary schedule for Accounting Services Manager to Assistant Finance Director;
2. Authorizing the City Manager to make necessary adjustments to City's Classification and Compensation Plans;
3. Authorizing the Finance Director to make appropriate budgetary and accounting entries and adjustments.

BACKGROUND:

Chapter 2.08.070 of the Marina Municipal Code vests the City Manager with the responsibility for the efficient administration of all affairs of the City and effect such administrative reorganization of offices, positions and units under his direction as are in the interest of efficient, effective and economical conduct of the City's business; and recommend to the City Council such measures as he considers necessary.

Pursuant to Personnel Manual definition of reclassification: reclassification or reallocation shall mean the reassignment or change in allocation of an individual position by raising it to a higher, reducing it to a lower, or moving it to another class of the same level on the basis of significant changes in the kind or difficulty of duties and responsibilities in such a position.

ANALYSIS:

In July 2016 council approved the funding of the Accounting Services Manager (ASM) position. The current vacancy in the position allows for a reassessment of the position and how it has and will continue to be important in meeting the City's needs.

The current job description ("EXHIBIT A") for ASM includes the following duties:

- Plan, supervise and implement accounting operations, including general ledger, accounts payable, purchase orders, payroll, accounts receivable, fixed assets and special accounting project studies and analyses.
- Supervise the preparation and maintenance of financial information, data and records; manage the automated financial system; and ensures the appropriate records management and retention systems.

- Perform technical and professional accounting and auditing; oversee accounting and financial reporting operations; conduct complex account analyses; oversee cash and bank reconciliations; monitor, approve and/or post journal entries and budget amendments.
- Ensure financial records are in compliance with laws, ordinances, regulations, grant agreements, contract obligations and Generally Accepted Accounting Principles (GAAP).
- Oversee City expenditures for budgetary and established policy compliance.
- Provide assistance, advise and consultation with Department Directors and staff on accounting, budget and finance related matters.
- Perform year-end reconciliations, adjustments and closing of financial records coordinate annual independent financial audit; prepare or supervise preparation of audit schedules.
- Prepare annual financial reports and perform periodic internal audits.
- Review, analyze, develop, and implement financial policies, procedures, and internal controls, and communicate to program staff and City employees.
- Conduct research, compile, analyze and interpret a wide variety of complex information and data, prepare a variety of complex and analytical documents and reports, and present information to individuals and groups, including public meetings and hearings.
- Participate in the development and preparation of the annual budget; coordinate the distribution of budget information; and consult with departments on budget issues.
- Supervise accounting personnel; assist in hiring; ensure training and staff development, monitor and evaluate performance and work products; recommend appropriate disciplinary action, and establish performance enhancement goals.
- Assist in the short and long-range planning of program and project goals and objectives; assists in forecasting needed funding, staffing needs, equipment, materials and supplies.
- Monitor and evaluates customer service and make recommendations.
- Prepare and review written reports, correspondence and other materials.
- Present complex financial information or reports to individuals, before groups, and at public meeting and hearings.
- Serve on various committees and attend meetings, as assigned.
- May serve as Acting Finance Director, as assigned.
- Perform related duties as assigned.

The current salary table for the ASM position is represented below.

Accounting Services Manager Salary Table

	Step A	Step B	Step C	Step D	Step E
Hourly Rate	\$49.0841	\$51.5383	\$54.1153	\$56.8210	\$59.6621
Annual Rate	\$102,095	\$107,200	\$112,560	\$118,188	\$124,097

Reclassification Discussion

The proposed changes contained in this reclassification request will provide for greater ability of the Finance Department to meet the needs of a city that is growing in operational and financial complexity. Since the ASM position was created, the City's overall budget has more than doubled in size, largely due to more diverse revenue sources, more robust capital improvement programs and more complex financing structures. Consequently, this position has increased in its financial and operational leadership role. The position's decision-making responsibilities, scope and complexity of work, required knowledge, skills, and abilities have increased. The reclassification of the ASM to an Assistant Finance Director classification ensures that day-to-day management and operations of the Finance Department are properly executed and complex finance projects are maintained and completed. This position will oversee the daily operations of the finance department, numerous independent audits, the submittal of numerous reporting obligations to State & Federal agencies and debt holders, all of which require in-depth institutional knowledge and efficiency. In addition to acting in the Finance Director's absence, the Assistant Finance Director

position will be essential in administering and expanding the city's enterprise resource planning system and ensuring internal financial controls, which mitigate errors and/or unauthorized activities. Additionally, the position upgrade will provide the City with sufficient resources to recruit and retain a qualified candidate in a very competitive labor market. Our market research has indicated that most local agencies of similar size or complexity employ an assistant finance director.

In order to better serve the needs of the Department and the City, staff suggests a reclassification of the ASM to Assistant Finance Director (“**EXHIBIT B**”) and the following job description duties:

- Plan, supervise, manage, and implement day-to-day finance operations, including general ledger, grant accounting, cost accounting, capital project accounting, enterprise fund accounting, purchasing, risk management, accounts payable, payroll, accounts receivable, treasury and fixed assets.
- Supervise the preparation and maintenance of financial information, data and records; manage and improve the automated financial system; and ensure the appropriate records management and retention systems.
- Perform technical and professional accounting and auditing; conduct complex account analyses and project studies; oversee cash and bank reconciliations; monitor, approve and/or post journal entries and budget amendments.
- Ensure financial records are in compliance with laws, ordinances, regulations, grant agreements, contract obligations and Generally Accepted Accounting Principles (GAAP).
- Review, analyze, develop, and implement financial policies, procedures, and internal controls, and communicate to program staff and City employees.
- Assist in the short and long-range planning of program and project goals and objectives; assists in forecasting needed funding, staffing needs, equipment, materials and supplies.
- Perform year-end reconciliations, adjustments and closing of financial records coordinate annual independent financial audit; prepare or supervise preparation of audit schedules.
- Provide assistance, advise and consult with Department Directors and staff on accounting, budget and finance related matters.
- Develop forecasts for City revenues, expenditures, and year-end fund balances.
- Plan and manage the City indebtedness including bonds, loans and interfund advances.
- Participate in the development, preparation, administration and oversight of the City operating and capital improvement program budgets.
- Analyze financial reports, contracts, leases, partnership agreements, development agreements and fee agreements and make recommendations to directors on courses of action.
- Prepare and analyze a variety of complex financial reports, statements and schedules; prepare periodic reports, including the State Controller's Report and Annual Comprehensive Financial Report (ACFR).
- Supervise accounting personnel; assist in hiring; ensure training and staff development, monitor and evaluate performance and work products; recommend appropriate disciplinary action, and establish performance enhancement goals.
- Maintain and reconcile a variety of ledgers, reports, and accounting records, analyses accounting transactions to ensure accuracy; approve journal entries to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Monitor and evaluates customer service and make recommendations.
- Present complex financial information or reports to individuals, before groups, and at public meeting and hearings.
- Serve on various committees and attend meetings, as assigned.

- May serve as Acting Finance Director, as assigned.
- Perform related duties as assigned.

Staff performed a salary survey of our usual eight comparison agencies to ensure consistency with current policy. The survey concluded that the salary schedule contained below is the appropriate compensation for this proposed position.

Proposed Assistant Finance Director Salary Table

	Step A	Step B	Step C	Step D	Step E
Hourly Rate	\$56.7578	\$59.5957	\$62.5755	\$65.7043	\$68.9895
Annual Rate	\$118,056	\$123,959	\$130,157	\$136,665	\$143,498

FISCAL IMPACT:

The proposed salary range for the Assistant Finance Director is \$118,056 to \$143,498 annually. This salary is based upon the level of scope and responsibility of the position and comparison to similar positions in our market area. This proposed salary range will be an increase of \$19,401 annually at Step E. The additional salary will be funded through General Fund revenues. The Finance Department budget has sufficient resources to absorb the additional cost in FY 2021-22 but is requesting an additional \$20,000 in Salaries and Benefits appropriations for FY 2022-23.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,



Juan Lopez
Finance Director

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina

Exhibit A - Accounting Services Manager Job Description
Exhibit B – Assistant Finance Director Job Description