



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance

DATE: May 13, 2025

SUBJECT: Motion to approve and authorize hiring a Junior Accountant, Class 109, Salary Range \$44,400 - \$68,820. - **Finance**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the creation of a new classification and job description for a Junior Accountant, Class 109, and Salary Range \$44,400 - \$68,820, and the replacement of an existing Accountant position to the Junior Accountant Level.

BACKGROUND OF ITEM:

The key role of a junior accountant is to support the financial department by managing daily accounting tasks and ensuring the accuracy and compliance of financial records.

This position is an entry-level role that provides foundational experience in governmental accounting practices. The demand for junior accountants in local governments remains steady as municipalities require skilled professionals to manage public funds effectively.

While starting as a Junior Accountant may seem limited in scope, there is significant potential for career advancement. With experience and possibly further education or certification (such as becoming a Certified Public Accountant), Junior Accountants can move into more senior roles within accounting or finance. This upward mobility adds considerable long-term value to their initial positions.

FISCAL IMPACT:

The City currently has a vacant accountant position at a salary of \$66,687. This position is being eliminated and being replaced with a junior accountant position with a salary of \$56,610

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Prior Requested Amount</u>	<u>New Request Amount</u>	<u>Remaining Amount</u>
001-130-512100-513 Salaries – Regular	\$66,887	\$0	-\$66,887	\$0
001-130-512100-513 Salaries – Regular	\$0	\$0	\$56,610	\$0

ATTACHMENTS:

1. Job Description
2. Staff Classification Chart