

Staff Report

Subject: Approval and publication of new job titles and job descriptions for Finance

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Department: Human Resource Services

Meeting Date: August 5, 2025

Item Description: Approval and publication of new job titles and job descriptions for Finance

Summary Recommendation: Staff request authorization to approve and publish new job titles and job descriptions for Finance

Executive Summary/Background

Administrative Assistant: Under the supervision of the Accounting Manager, the purpose of this classification is to provide general clerical and administrative support, including the preparation of memos, letters, correspondence, and reports relating to a variety of finance, budget, and audit topics in support of the Finance Department.

Accounting Clerk (Revenue Administration): Provides information and assistance to internal and external customers. Additionally, the position will support the department's general accounting practices and day-to-day business operations, and perform other duties as assigned.

Accounting Clerk (Accounts Payable):

Provides information and assistance to internal and external customers. Additionally, the position will support the department's general accounting practices and day-to-day business operations and perform other duties as assigned.

Accountant I (Accounts Payable): This classification is primarily responsible for the accounting, financial, and analytical functions related to the administration of accounts payable. Additionally, the position will support the department's general accounting practices and day-to-day business operations, and perform other duties as assigned.

Accountant I (General Ledger): This classification is primarily responsible for functions related to general ledger accounting, including preparation and maintenance of revenue records, reconciliation of deposit accounts, and general ledger maintenance. Additionally, the position will support the department's general accounting practices and day-to-day business operations, and perform other duties as assigned.

Senior Accountant: This classification is primarily responsible for the accounting, financial, and analytical functions related to Special Funds, particularly those for payroll, grants, special revenues, and capital programs for Governmental and Proprietary funds.

Accounting Manager: The purpose of this classification, under the general direction of the Finance Director, is to plan, organize, manage, and supervise revenue collection: payroll, cash management, and accounts payable functions. Supervises and directs the Finance Department staff by County policies and procedures; appraises and evaluates the performance of department personnel.

Director of Finance: The purpose of this classification is to provide professional counsel and technical advice to the County Manager and Board of Commissioners on matters relating to financial strategies and services; policy and program development; management operations; annual budget and capital planning; project finance; research, preparation, and presentation of technical and operational studies and recommendations including development of long-term financial strategies.

Alternatives for Commission to Consider

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove of the job descriptions and guide staff.

Recommended Alternative: Staff recommend Alternative 1.

Other Alternatives: None.

Department Review: County Manager, Finance, and Human Resource Services

Funding Source: None

Attachments:

- 1) Administrative Assistant Job Description
- 2) Accounting Clerk (Revenue Administration) Job Description
- 3) Accounting Clerk (Accounts Payable) Job Description
- 4) Accountant I (Accounts Payable) Job Description
- 5) Accountant I (General Ledger) Job Description
- 6) Senior Accountant Job Description
- 7) Accounting Manager Job Description
- 8) Director of Finance Job Description