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AGENDA COVER MEMORANDUM

AGENDA DATE: October 13, 2004

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Hector Rios, Human Resources Analyst

AGENDA TITLE: IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR ACCOUNTANT

I. MOTION

MOVE APPROVAL OF ORDER _____ /IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR ACCOUNTANT.

II. ISSUE

There is a need to establish a new professional classification as an Accountant. Although this classification will be first used in Management Services' Financial Services Division, it may also be used in other departments.

III. DISCUSSION

A. Background

The Financial Services Division in the Management Services Department has a need for a classification that will independently perform a broad variety of difficult and responsible professional level accounting functions and provide support and consultation to client departments on complex accounting transactions.

There are several factors that prompted the creation of this new classification. One of the driving factors was the recommendation included in the auditors' reports for the fiscal years ending on June 30, 2002 and June 30, 2003, respectively. These recommendations included:

1. That Lane County would need at least one position to be dedicated to internal and external financial reporting. This person would be responsible for assisting County staff with internal reporting issues, working with the auditors

This will be a professional and represented classification. We presented this new classification to AFSCME and they had no objections to the classification

	Annual Salary Range
Marion County	\$43,072 - \$57,789*
Lane County	\$39,603 - \$54,787
* This includes comp credits	

Budget

The Management Services Department does have the necessary funding in place to pay for this position. The Financial Services Division has had several vacancies that provide significant savings to cover the costs of this Accountant position for FY05 and FY06. In addition, extra-help dollars will be reallocated to pay for the difference in cost. Given the funding allocated to the vacant positions, if the Accountant position were to be filled at mid-range, the Management Services Department would still save some money.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Accountant classification.

IV. IMPLEMENTATION/FOLLOW-UP

Upon board approval, Human Resources staff will update the classification and compensation plans.

V. ATTACHMENT

Board Order
Accountant Classification Specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

*)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR ACCOUNTANT*

WHEREAS, Human Resources has completed a review and point factor of the proposed Accountant classification.

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation.

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS NOW HEREBY ORDERED that there be created the new classification of Accountant.

Accountant Grade 032: \$39,603 - \$54,787

DATED: October 13, 2004.

Bobby Green, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 10/1/04 Lane County
Teresa Smith
OFFICE OF LEGAL COUNSEL

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR ACCOUNTANT.

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(CC) ORDER _____ / IN THE MATTER OF CREATING THE
CLASSIFICATION AND SALARY RANGE FOR ACCOUNTANT.

ACCOUNTANT

DEFINITION

To independently perform a broad variety of difficult and responsible professional level accounting functions; to provide support and consultation on complex accounting transactions; to perform other work as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level in the accounting series. Positions at this level are distinguished from other classes within the accounting series by the advanced level accounting duties and the required advanced knowledge and experience in accounting principles applicable to a broad variety of professional level accounting functions. Employees at this level are required to be fully knowledgeable in all procedures related to the area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise functional and technical supervision over assigned personnel.

EXAMPLES OF DUTIES-:

Duties may include but are not limited to:

Analyzes and develops or supports departmental policies and procedures; documents and recommends changes in internal controls; studies and implements accounting and reporting systems.

May participate in the preparation of the year-end audit work papers, financial statements and schedules. In cooperation with Internal Auditor, may research and respond to external audit findings.

Develops training and documentation for staff in the use of financial analysis tools and models.

Coordinates financial activity for departments, including creating and approving journal entries, reconciling and balancing accounts and ensuring compliance with Generally Accepted Accounting Principles and County financial policies, procedures, and practices.

Ability to:

Take a lead role in coordinating the accounting, compliance monitoring, training and financial reporting.

Analyze, interpret, and apply federal and state laws and regulations and develop or modify policies, procedures, and processes to meet those requirements.

Interpret and apply professional accounting literature to county financial administration and reporting.

Train staff in the areas of compliance, monitoring, and reporting requirements.

Research, prepare, and/or analyze financial statements, reports and analyses; present technical financial information, both orally and in writing, to a wide variety of audiences.

Use a variety of personal computers, networks, and Internet applications.

Develop proficiency in County financial systems, internal control structures, and policies and financial systems.

Analyze data and draw logical conclusions; analyze situations accurately and adopt an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree in Accounting, Finance, Business Administration or a closely related field (all with major course work in accounting) from an accredited college or university.

Experience:

Three years of increasingly responsible professional level accounting experience, preferably in the public sector environment. Experience with lead responsibility over a function or program is required.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.