



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: May 9, 2023

Current	Recommended
New Underfill Title	Accountant I PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906

Note: Residents receive a rate that is 3% higher.

This report recommends creating an underfill title that can be used for accounting positions. The classification of Accountant III in 2JX (\$64,857 - \$90,796) with a recruitment rate of \$71,341 requires a bachelor's degree in accounting and two years of experience. This report recommends creating the underfill title of Accountant I that requires just a bachelor's degree in accounting. This would allow the City to hire applicants who have just graduated from college or have less than the two years of experience required for the Accountant III classification. Pay Range 2IX (\$60,824 - \$85,151) with a recruitment rate of \$66,906, which is the same pay range for the entry level position of Budget and Fiscal Policy Analyst I, is recommended.

The Accountant I would be an entry-level classification that would provide professional accounting and related financial management services. Specific duties and responsibilities may vary depending on where the position is located but may include the following.

- Prepare basic annual financial statements.
- Assist in the preparation of the department's annual budget, including assembling backup documents and work papers.
- Prepare monthly spending reports comparing section budgets with year-to-date expenditures and other operational reports
- Maintain petty cash work papers and complete semi-annual reports.
- Prepare and coordinate the development of the department's audit work papers and act as a liaison for auditors.
- Monitor local and grant related accounts to ensure that projects are fully funded for work orders, contracts, and change orders.
- Review and pay invoices; and resolve any problems with vendors.
- Monitor service contracts, equipment purchases, and reimbursable accounts.
- Complete retrievals in Peoplesoft and prepare analyses of local and grant projects.
- Process transfers required to close out local and grant related projects.

We therefore recommend creating the underfill classification of Accountant I in Pay Range 2IX (\$60,824 - \$85,151) with a recruitment rate of \$66,906.

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