



Full-Time Employee Positions	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Finance					
Account Clerk	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	-	1.0
Accounting Supervisor	1.0	1.0	1.0	-	-
Accounting Technician	1.0	1.0	1.0	2.0	1.0
Deputy Director of Finance	1.0	1.0	1.0	1.0	1.0
Director of Finance	1.0	1.0	1.0	1.0	1.0
Senior Accountant	-	-	-	1.0	1.0
Senior Accounting Technician	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	2.0	2.0	2.0	1.0	1.0
Subtotal	9.0	9.0	9.0	8.0	8.0

Employee Descriptions

Director of Finance

- > Oversees the administration of the department.
- > Serves as the City Treasurer.
- > Responsible for all City investing activities.
- > Staff liaison to the Finance Advisory Committee.

Deputy Director of Finance

- > Assists Director with departmental policy matters.
- > Responsible for financial reporting.
- > Provides direction and oversight on key initiatives of the Department.
- > Manage daily operating activities.

- Prepares Employee Compensation Report

Senior Accountant

- Prepares the City's Comprehensive Annual Financial Report.
- Oversees accounting, purchasing, and accounts payable activities.
- Maintains the general ledger.
- Reconciles bank accounts and prepares cash balance reports.
- Oversees and coordinates citywide audits.

Senior Administrative Analyst

- Assists with budget preparation.
- Prepares the City's Financial Model.
- System Administrator for financial software.
- Assists with financial analysis.
- Prepares monthly financial report.

Senior Accounting Technician

- Administers payroll.
- Prepares and reviews payroll reports to State, Federal and CalPERS.
- Processes accounts receivable and prepares related entries.

Accounting Technician (Accounting)

- Assists Senior Accountant with daily accounting activities and special projects.
- Prepares monthly, quarterly, and year-end entries.
- Monitors revenues and accounts receivable.
- Reconciles Community Development Block Grant grants and loans.
- Keeps inventory of City's fixed assets.
- Processes major revenues and miscellaneous cash receipts.

Accounting Technician (Accounts Payable and Purchasing)

- Manages purchasing function.
- Administers accounts payable function.
- Assists staff with various accounting tasks.
- Administers City's Cal-Card program.
- Prepares warrant registers.

Account Clerk

- Administers cashiering function at City Hall.
- Administers business licenses and false alarms.
- Processes daily cash receipt journals.
- Assists with administrative duties as needed.

Staff Assistant (Part-Time)

- Provides administrative support to the Department.
- Assists with cashiering functions.
- Maintains Department's website.
- Supports the Director in preparing and distributing Finance Advisory agenda packets.
- Assists with administrative duties as needed.