



| Full-Time Employee Positions  | FY18-19    | FY19-20    | FY20-21    | FY21-22    | FY22-23    |
|-------------------------------|------------|------------|------------|------------|------------|
| <b>Finance</b>                |            |            |            |            |            |
| 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        |
| <b>Subtotal</b>               | <b>9.0</b> | <b>9.0</b> | <b>9.0</b> | <b>8.0</b> | <b>8.0</b> |

## 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.