



HUMAN RESOURCES DEPARTMENT
City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
TTY (802) 865-7142

To: Board of Finance

From: Aditeei Lagu, Human Resources Generalist
Susan Leonard, Human Resources Director

A handwritten signature in cursive script, appearing to read "Susan Leonard", is written over the printed name of the Human Resources Director.

Date: February 28, 2011

Re: Recommendation – Reclassification and Title Change of Accounts Clerk position at C/T Office

The Accounts Clerk position housed in the Clerk/Treasurer's office is currently classified at Grade 12. Based on the increased responsibilities of the position, it is recommended that this position now be titled Accounting Assistant. HR conducted a reclassification analysis for the Accounting Assistant and graded the position at Grade 14 in the Willis Classification system.

Therefore, it is our recommendation that the Accounting Assistant position now be classified at Grade 14.

If approved, the reclassification shall be effective following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

Date: February 25, 2011

TO: The Board of Finance
From: Rich Goodwin

Re: Title Change and Reclassification request for the Accounts Clerk position

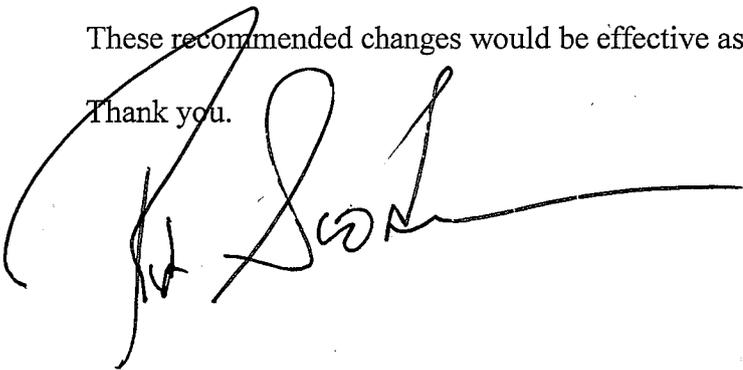
The position of Accounts Clerk which is currently placed at a Grade 12, was recently reviewed by the HR department. There have been quite a few changes in this job over the last few years and the job description was updated accordingly. The updated job description was classified by HR using the Willis system.

The Willis analysis determined that the position should be re-classified to a Grade 14 from its previous Grade 12. It is also recommended that job title for this position be changed from Accounts Clerk to Accounting Assistant to reflect the changes in job duties.

The financial impact of the reclassification on our budget is estimated to be \$1977.

These recommended changes would be effective as of the date of City Council approval.

Thank you.

A handwritten signature in black ink, appearing to read "Rich Goodwin", is written over the "Thank you." text. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

City of Burlington

Job Description

Position Title: Accounting Assistant

Department: Clerk/Treasurers Office

Reports to: Senior Accountant

Pay Grade:

Job Code: 0

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for performing numerous bookkeeping and clerical duties for the Department of Public Works, Code Enforcement, Cemetery, Recycling, and Parks and Recreation Departments. This position also maintains ledgers and related financial records for varied accounts which includes compiling, calculating, classifying, posting, verifying, preparing bills for payment and reconciling designated accounts. This position is also responsible for garage lease billing and collection for the Traffic Department.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Essential Job Functions:

- Prepare, track, and reconcile all Public Works, Parks and Recreation, Code Enforcement, Cemetery, and Recycling accounts payables.
- Prepare weekly accounts payable vouchers.
- Input and properly code invoices for weekly check runs. This includes ensuring there is appropriate backup for every payment being made and that no sales tax is included.
- Sets up new vendors and requests W-9 forms before payments are made.
- Prepare, mail, record, track, and reconcile customer billing for traffic garage leases, including the collection of delinquent accounts.
- Manage, reconcile, and control delinquent customer accounts for garage leases, including customer contact for collection.
- Receive, compile, and enter data necessary for reimbursement requests.
- Provides administrative/clerical support including but not limited to mail distribution, filing, maintenance of credit cards, and petty cash, answering incoming calls, and assisting walk-in customers.
- Collect, properly code and deposit receivables for Public Works, Wastewater, Equipment Maintenance, Recycling, Inspection Services, Engineering and Capital Street Program.
- Tracks State of Vermont restitution claims to collect on money for damages owed from vandalism for the Traffic Division.

- Manage various credit accounts for multiple city departments - including, but not limited to, maintaining use lists, keeping accounts current and requesting copies from various departments.
- Responsible for issuing and tracking purchase orders for Public Works.
- Tracks and updates multiple databases in Excel including tracking DPW employee long distance pin codes, insurance forms, purchase orders and other various projects as may be assigned or required.
- Assist in the preparation of audit schedules to help ensure timely completion of the annual audit.
- Generate accounting reports as required for management.
- Greet customers and maintain professional relationships with outside vendors.
- Track, maintain, and follow-up with customers including, but not limited to, researching and resolving customer complaints and requests both verbally and in writing.
- Assist other employees with various questions including, but not limited to, journal entries, budgets, invoices, and parking.

Qualifications/Basic Job Requirements:

- High school diploma and four years relevant experience in accounting and full-charge bookkeeping required. An Associates Degree in Accounting or related field is preferred.
- Four years previous experience with various computer software applications, including spreadsheet and word processing is required.
- Previous municipal and collections experience preferred.
- Must have a demonstrated ability to show great attention to detail.
- Fast, accurate data entry skills required.
- Ability to work successfully in a fast paced environment required.
- Ability to work with multiple deadlines required
- Ability to learn City and departmental accounting procedures.
- Must be able to work in a team environment, while also being self-directed.
- Must successfully pass testing in spreadsheet work, 10 key ability, word processing, and accounting.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception (red, green, amber)	<input type="checkbox"/> within and between warehouses/offices	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> touching		<input type="checkbox"/> driving (local/over the road)

- dexterity
- hand
- finger
- pushing/pulling
- reading - basic
- reading - complex
- writing - basic
- writing - complex
- shift work
- works alone
- works with others
- verbal contact w/others
- face-to-face contact
- inside
- math skills - basic
- math skills - complex
- clerical
- outside
- extreme heat
- extreme cold
- noise
- mechanical equipment
- electrical equipment
- analysis/comprehension
- judgment/decision making
- pressurized equipment
- moving objects
- high places
- fumes/odors
- hazardous materials
- dirt/dust

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.