



City of Needles, California
Request for City Council Action

[X] CITY COUNCIL [] NPUA [] SARDA [X] Regular [] Special

Meeting Date: August 9, 2022

Title: Approve an Account Clerk I Job Description and Position

Background: The General Fund and NPUA budgets have increased by 82% and 62% respectively, in the last 10 years. This growth has increased the volume in Finance workloads since all projects trickle down to Finance. Finance pays the bills and the total of checks written has increased by \$3M from FY 21 to FY 22. The scope of capital projects on the near horizon is estimated at over \$25M. In order to keep up with this phenomenal pace of growth, Finance is requesting to add a full-time Accounts Payable Clerk I. The job description is attached as well as the salary scale, and the proposed starting hourly rate is \$21.99/hour.

Fiscal Impact: Approximately \$60,000 increase in the Finance budget for FY 23 to be funded from reserves and project grants for the new position, and fully loaded in 5 years \$96,000

Recommendation: Approve a full-time Account Clerk I to be added to the Authorized Position list, and fund from reserves

Submitted By: Sylvia Miledi, Director of Finance

City Management Review: [Signature]

Date: 8/2/22

Approved: [] Not Approved: [] Tabled: [] Other: []
Agenda Item: 22

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Account Clerk I
Department: Finance

Job Classification: Classified
Wage Range: \$21.99-\$28.06
Range 86

POSITION PURPOSE: This is an entry-level position, and under immediate supervision, performs clerical accounting work of routine difficulty involving payables, purchasing (POs), receivables, cashiering, payroll, data entry, maintenance and processing records, the preparation of routine statements or reports, and general clerical activities to areas of assignment.

SUPERVISION: Work is performed in accordance with established procedures under the immediate supervision of management and higher level positions within the Account Clerk series.

EXAMPLES OF RESPONSIBILITIES (may include but not limited to):

Accounts Payable/Purchase Order

- (A) Process accounts payable in accordance with established procedures.
- (B) Audit invoices against purchase order or requisition; check arithmetic calculations, and research discrepancies.
- (C) Assist in budget control.
- (D) Verify approval for payment; post to proper account and issue warrant.
- (E) Process 1099 reporting in accordance with federal and state regulations.
- (F) Maintain accounts payable ledgers and reports in accordance with established procedures.
- (G) Produces purchase orders for requisitions in accordance with established procedures.

General

- (A) Collects, sorts, and distributes mail.
- (B) Answers telephone, assists public and acts as receptionist from her station.
- (C) Assists in ordering and maintaining adequate office supplies for the department.
- (D) Types and files correspondence, forms, reports, and other material as needed.
- (E) Operate computer data entry and processing as necessary for various accounting processes.
- (F) Observes professional ethics in maintaining confidential information acquired in the course of employment.
- (G) May be required to provide some general clerical assistance within department
- (H) Backup cashier to front office when needed.
- (I) All other duties as may be assigned.

MINIMUM QUALIFICATIONS

- (A) General knowledge of the methods and equipment used in processing payments.
- (B) General knowledge of the principals and practices of double entry bookkeeping.
- (C) Ability to make rapid and accurate arithmetic calculations.
- (D) Ability to use calculator, to operate a computer, to type at a speed not less than 40 words per minute, and to operate other common office machines.
- (E) Ability to maintain effective relationships with fellow employees and the public.
- (F) High school diploma or G.E.D. equivalent and a minimum of two years clerical experience, which must include some experience in the area of bookkeeping or a related field.
- (G) A valid driver license and must complete a background check.
- (H) Must be willing to work periodic overtime.

WORKING CONDITIONS

- (A) Shall be exposed to those conditions normally encountered in a business office environment.
- (B) Physical demands are light consisting primarily of sitting, standing and walking with some lifting (20 lbs).

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2022 / 2023							
							TOTAL DEPT. BENEFITS & SALARY
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS		
FINANCE 101-1025 - PROPOSED							
Account Clerk I (full year - F step)	100%	\$ 61,277	\$ 4,688	\$ 25,265	\$ 4,651		\$ 95,881
Account Clerk I (9 months - A step)	100%	\$ 34,304	\$ 2,624	\$ 18,949	\$ 2,604		\$ 58,480