

RESOLUTION NO. 21-090

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR SENIOR ACCOUNT CLERK
JOB SERIES

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing job series classification specification of **SENIOR ACCOUNT CLERK** to provide a current and accurate description of the various duties performed by said job series position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised job series classification specification for the **SENIOR ACCOUNT CLERK**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised job series classification specifications for **SENIOR ACCOUNT CLERK I**, (Range 702, \$4,481 - \$5,707) and **SENIOR ACCOUNT CLERK II**, (Range 703, \$4,709 - \$6,000) attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

Section 3. The Chief Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of July 6, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 6th day of July, 2021.

LULA DAVIS-HOLMES, MAYOR

ATTEST:

JOHN CARROLL, CHIEF DEPUTY CITY CLERK

APPROVED AS TO FORM:

SUNNY K. SOLTANI, CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, John Carroll, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-090 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6th day of July 2021, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
Chief Deputy City Clerk

EXHIBIT "A"

CLASSIFICATION SPECIFICATION – SENIOR ACCOUNT CLERK I

City of Carson
Class Specification

City Council: Reso. 21-090
Bargaining Unit: AFSCME Local 809
FLSA: Non-Exempt

CITY OF CARSON

Title: SENIOR ACCOUNT CLERK I

Job Summary:

Under the direction of an assigned supervisor, performs routine accounting work involved in the preparation and maintenance of financial records for general accounting, payroll, accounts receivable, accounts payable and/or cash receipts. The Senior Account Clerk I is the entry-level classification in the two-level series. Incumbents perform routine and varied financial processing and recordkeeping duties which require a general knowledge of City accounting procedures.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class throughout the City. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in maintaining a large, established accounting system (such as general accounting, payroll, accounts receivable, accounts payable and/or cash receipts) affecting all City departments.
2. Assists in accurately maintaining a complete set of financial records for assigned accounts.
3. Processes, maintains and files a variety of related records, logs and listings; processes documents supporting financial transactions relating to general accounting, payroll, accounts receivable, accounts payable and/or cash receipts.
4. Coordinates with employees, vendors and/or customers and other departments concerning assigned functions; answers questions, and provides information and assistance; discusses invoice adjustments and rectifies discrepancies with vendor and/or customers.
5. Prepares and audits or reviews vouchers, bills and related documents; reviews invoices against purchase orders, verifies accuracy of information and processes for check payment.
6. Prepares billings, calculates receivables per agreements, inputs receivable amounts into financial system and posts invoices.
7. Compiles periodic system reports to show outstanding accounts receivables and distributes to departments for department action.
8. Assists departments with collection of delinquent accounts.
9. Assembles, tabulates, compares and verifies financial and statistical data; prepares documentation for computer input.
10. Balances accounts, posts to ledgers, journals and registers, and makes adjustments to correct posting errors and misclassified transactions.
11. Takes trial balances and resolves routine problems of reconciliation.
12. Prepares, sorts and distributes invoices and routing incoming checks.
13. Assists in verifying various accounts payable reports leading to the preparation of the demand register and accounts payable journal.
14. Sorts, organizes, verifies and inputs deposits and other receipts into cash handling accounting system; prepares and maintains daily cash reports.
15. Pulls out receipts used to process request for refunds.

16. Creates account numbers as authorized.
17. Prepares and maintains financial records and reports in electronic format; assists in monitoring the budget.
18. Assists in preparing a variety of state, federal and local claims, statements, and reports.
19. Maintains confidentiality of information and records.
20. Operates a variety of office machines including, but not limited to, computer and related software, calculators, cash register, credit card machines, , ten-key adding machine, on-line payment portal, copiers, scanners and check protectors.
21. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school or GED supplemented by course work in business, bookkeeping and accounting or equivalent. Three (3) years of increasingly responsible accounting clerical experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Municipal accounting systems and procedures.
- Methods, procedures and terminology used in the type of accounts assigned.
- Accounting principles, practices and procedures.
- Financial recordkeeping techniques.
- Interpersonal skills using tact, patience, professionalism and courtesy.
- Effective oral and written communications skills.
- Modern office practices, procedures and equipment, e.g. computer and office machines.
- Applicable codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of providing work direction to others.

Skill and Ability to:

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Apply bookkeeping and financial recordkeeping principles to the accurate maintenance of fiscal and accounting records.
- Learn office policies, procedures and practices.
- Perform computer data entry rapidly and accurately.
- Prepare and maintain financial records and reports in electronic format.
- Operate a computer and related city-utilized Microsoft Office software. Perform automatic calculations and equations utilizing excel spreadsheets.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Establish and maintain effective working relationships with others.
- Provide work direction and guidance to others.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.

License or Certificate:

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 51 pounds and is an infrequent aspect of the job.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to work at a computer and stand for prolonged periods.

CLASSIFICATION SPECIFICATION – SENIOR ACCOUNT CLERK II

City of Carson
Class Specification

City Council: Reso. 21-090
Bargaining Unit: AFSCME Local 809
FLSA: Non-Exempt

CITY OF CARSON

Title: SENIOR ACCOUNT CLERK II

Job Summary:

Under the direction of an assigned supervisor, performs routine accounting work involved in the preparation and maintenance of financial records for general accounting, payroll, accounts receivable, accounts payable and/or cash receipts. The Senior Account Clerk II is the journey-level classification in the two-level series. Incumbents perform routine and varied financial processing and recordkeeping duties which require a general knowledge of City accounting procedures. The Senior Account Clerk II performs difficult and complex accounting work which requires substantial knowledge of City accounting policies and procedures.

Distinguishing Characteristics

The Senior Account Clerk I is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class, but without the independence or full responsibility expected of the Senior Account Clerk II position. The Senior Account Clerk II is the journey level class. Incumbents in this classification work independently and exercise judgment and initiative, which requires substantial knowledge and understanding of the functions, policies, and procedures of the City's Accounting Department requirements.

To advance to Senior Account Clerk II, employees in the Senior Account Clerk I classification must complete one (1) year of actual work or service in the Senior Account Clerk I classification, must meet the minimum qualifications for Senior Account Clerk II role and meet the Job Series guidelines.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class throughout the City. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

22. Assists in maintaining a large, established accounting system (such as general accounting, payroll, accounts receivable, accounts payable and/or cash receipts) affecting all City departments.
23. Assists in accurately maintaining a complete set of financial records for assigned accounts.
24. Processes, maintains and files a variety of related records, logs and listings; processes documents supporting financial transactions relating to general accounting, payroll, accounts receivable, accounts payable and/or cash receipts.
25. Coordinates with employees, vendors and/or customers and other departments concerning assigned functions; answers questions, and provides information and assistance; discusses invoice adjustments and rectifies discrepancies with vendor and/or customers.
26. Prepares and audits or reviews vouchers, bills and related documents; reviews invoices against purchase orders, verifies accuracy of information and processes for check payment.
27. Prepares billings, calculates receivables per agreements, inputs receivable amounts into financial system and posts invoices.
28. Compiles periodic system reports to show outstanding accounts receivables and distributes to departments for department action.
29. Assists departments with collection of delinquent accounts.

30. Assembles, tabulates, compares and verifies financial and statistical data; prepares documentation for computer input.
31. Balances accounts, posts to ledgers, journals and registers, and makes adjustments to correct posting errors and misclassified transactions.
32. Takes trial balances and resolves routine problems of reconciliation.
33. Prepares, sorts and distributes invoices and routing incoming checks.
34. Assists in verifying various accounts payable reports leading to the preparation of the demand register and accounts payable journal.
35. Sorts, organizes, verifies and inputs deposits and other receipts into cash handling accounting system; prepares and maintains daily cash reports.
36. Pulls out receipts used to process request for refunds.
37. Creates account numbers as authorized.
38. Prepares and maintains financial records and reports in electronic format; assists in monitoring the budget.
39. Assists in preparing a variety of state, federal and local claims, statements, and reports.
40. Maintains confidentiality of information and records.
41. Operates a variety of office machines including, but not limited to, computer and related software, calculators, cash register, credit card machines, , ten-key adding machine, on-line payment portal, copiers, scanners and check protectors.
42. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school or GED supplemented by course work in business, bookkeeping and accounting or equivalent. Three (3) years of increasingly responsible accounting clerical experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Municipal accounting systems and procedures.
- Methods, procedures and terminology used in the type of accounts assigned.
- Accounting principles, practices and procedures.
- Financial recordkeeping techniques.
- Interpersonal skills using tact, patience, professionalism and courtesy.
- Effective oral and written communications skills.
- Modern office practices, procedures and equipment, e.g. computer and office machines.
- Applicable codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of providing work direction to others.

Skill and Ability to:

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Apply bookkeeping and financial recordkeeping principles to the accurate maintenance of fiscal and accounting records.
- Learn office policies, procedures and practices.
- Perform computer data entry rapidly and accurately.
- Prepare and maintain financial records and reports in electronic format.
- Operate a computer and related city-utilized Microsoft Office software. Perform automatic calculations and equations utilizing excel spreadsheets.
- Analyze situations accurately and adopt an effective course of action.

- Work confidentially with discretion.
- Establish and maintain effective working relationships with others.
- Provide work direction and guidance to others.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.

License or Certificate:

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

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- Require vision (which may be corrected) to read small print.
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- Perform lifting, pushing and/or pulling which does not exceed 51 pounds and is an infrequent aspect of the job.
- Perform work which is primarily sedentary.
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