

RESOLUTION 21-49

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A SENIOR ACCOUNTING TECHNICIAN POSITION FOR PARKS AND RECREATION; AND AUTHORIZING A BUDGET AMENDMENT TO REFLECT THE FUNDS FOR THIS POSITION.

BE IT RESOLVED that:


1. The City Council hereby approves the Senior Accounting Technician Position for Parks and Recreation, in substantially the form attached and presented to the Council today.
2. The following budget amendment #9 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2019 and ending September 30, 2020, as shown in and in accordance with the attached and incorporated Exhibit A, to fund the position.

THIS RESOLUTION shall be effective immediately upon passage.

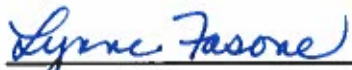
PASSED in regular session this 12th day of November, 2020.

CITY OF PANAMA CITY BEACH

By: _____


Mark Sheldon, Mayor

ATTEST:



Lynne Fasone, City Clerk

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 9

FUND	Pier	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
FROM	402-7500-575.12-10	Salaries Regular	289,000.00	(9,100.00)	279,900.00
FROM	402-7500-575.13-10	Salaries No Pension	81,860.00	(17,800.00)	64,060.00
FROM	402-7500-575.21-10	Matching FICA	29,900.00	(2,100.00)	27,800.00
FROM	402-7500-575.22-10	Retirement	24,590.00	(700.00)	23,890.00
FROM	402-7500-575.23-10	Health Insurance	54,000.00	(2,900.00)	51,100.00
FROM	402-7500-575.23-20	Dental Insurance	2,000.00	(100.00)	1,900.00
TO	402-7500-575.96-00	Reserves Available for Expenditures	456,583.00	32,700.00	489,283.00
		Check Adjustment Totals:	937,933.00	0.00	937,933.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To reflect the replacement of a current full time Pier Attendant position and part time Senior Accounting Technician position with a full time Senior Accounting Technician position. Because the Pier Attendant is allocated 100% to the Pier, and the Accounting Technician is allocated among 3 funds (Pier, General, and Aquatic Center), the expenditures are decreasing at the Pier and increasing at the Aquatic Center and General Funds. The increases at the Aquatic Center and General Funds will be minimal, and no amendment is required because sufficient funds are available.

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE
 _____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

**CITY OF PANAMA CITY BEACH
Job Description**

JOB TITLE: Senior Accounting Technician

SALARY RANGE: \$18.96 – 30.33/hr.
SHIFT: Days, 40 hours per week
LOCATION: 16200 Panama City Beach Pkwy
REPORTS TO: Assistant Parks & Rec Director
PREPARED BY: City Clerk
APPROVED BY: City Council

PAY GRADE: 14
DIVISION: Recreation Admin.
DEPT: Parks & Recreation
FSLA STATUS: Non-Exempt
POSITION: Permanent Full-Time
DATE: Nov 12, 2020

SUMMARY:

This position is responsible for administrative, personnel, clerical, and bookkeeping work related to each budget division within the Parks & Recreation Department. Divisions include the Aquatic Center, Pier, Parks and Recreation. Work will be performed under the primary supervision of the Assistant Parks and Recreation Director and under the direction of the Parks & Recreation Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to the essential duties and responsibilities, other tasks may be assigned.

Responsible for large amounts of daily deposits and reports.

Provides Parks & Recreation Department information to the public as requested.

Assists with answering phones and forwarding messages to the appropriate division.

Provides written and verbal information about recreational activity fees, departmental policies, program refunds, and facility contracts.

Follows department revenue procedures to expedite cash receipts, makes daily bank deposits, and processes petty cash change as needed for all divisions.

Reconciles each division's deposits using Community Pass Recreation Software and Naviline accounting systems.

Issues invoices to collect outstanding receivable accounts of revenue balances from activity fees, facility leases, cooperative agency agreements, and business sponsors.

Tracks expenses by division accounting codes and forwards bills to the City's accounting department for payment.

Tracks concessions revenue monthly and prepares year-end report of total revenue and City share.

Keeps accurate record of pool/pier-monthly passes and revenue split with County pier.

Prepares monthly budget reports based on each division's expenses and revenue with computer software programs and web-based accounting system.

Processes and inputs data entry of department payroll for all divisions, timesheets, and annual leave reports for all divisions.

Maintains budget files, personnel, and bookkeeping records.

Serves as a collection agent for bounced checks and past due bills.

Assists with tax reporting and multiple other reports

Prepares cash handling policies and procedures for all Parks & Recreation Divisions.

Responsible for monitoring the financial security systems in place such as cameras, documentation accountability and the combinations for all safes.

Assists Director's with Bid specifications, Grants and reports.

Performs general office duties and related tasks as required.

SUPERVISORY RESPONSIBILITIES:

None

COMPETENCIES:

To perform the job successfully, an individual should be able to demonstrate technical skills, excellent customer service, be able to communicate with other employees and be able to take instruction from supervisors without conflict. The individual should be dependable, able to provide competent written reports, be a motivated team player, have common sense and be a person that respects the public at all times.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Minimum requirement is an associate degree from an accredited college or university in Accounting or Finance. Must have a minimum of two (2) years of experience in bookkeeping or administrative record keeping with an emphasis on computing and accounting.

LANGUAGE SKILLS:

Public verbal and written communication skills required; Must have the ability to understand and follow oral and/or written instructions as well as adhere to the City's established guidelines and procedures; Must have the ability to work harmoniously with fellow workers and other departments; Must have organizational skills required to prepare clear, accurate reports while protecting the security and confidentiality of financial and personnel records.

MATEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER REQUIREMENTS:

Must have knowledge of standard office and clerical practices and procedures; Must have knowledge and proficiency in the use of standard office machines, computers, and calculators; Must have problem solving skills and the ability to accurately calculate mathematical problems required; Ability to learn web-based financial accounting system; Must be proficient in Microsoft Office software programs including Excel, Word, and Outlook.

Must possess valid Florida Driver's License. Driving record must be acceptable to the City insurance program. Applicants may be administered the clerical Civil Service examination.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, stoop, kneel, crouch, crawl, reach with hands and arms, and use hands to finger, handle, or feel objects, tools, and/or controls.

The employee must frequently lift and move up from 10-50 pounds. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subjected to any special or extraordinary environmental conditions, other than those normally found in an office

environment. The noise level in the work environment is usually quiet to moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date