



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

CIVIL SERVICE BOARD  
AGENDA  
SEPTEMBER 13, 2016 AT 6:30PM

**CALL TO ORDER**

**ROLL CALL**

1. Approval of Civil Service Board Minutes for meeting on May 10, 2016

**PUBLIC COMMENTS – At this any person will be allowed to speak on any matter that pertains to City business for the length of time not to exceed four minutes per person.**

**ITEMS CONSIDERED:**

2. Job Classification(s):
  - a. Accounting Specialist
  - b. Senior Accounting Specialist

**OLD BUSINESS:** None

**ADJOURN**

This meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's Office by telephone: 954-630-4300, or via Fax: 954-630-4302 for information or assistance.

I, the undersigned authority, certify the above Notice of Meeting of the Civil Service board is a true copy of the Notice posted in City Hall at the appropriate locations.

Posted:

By: Omaine Dennis, Board Secretary



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MINUTES  
CIVIL SERVICE MEETING  
MAY 10, 2016 AT 6:30PM

The regular meeting of the Civil Service Board of the City of Oakland Park, Florida was called to order at 6:30 p.m. by Dennis Buchta, Chair.

**ROLL CALL**

**Present:**

**Dennis Buchta, Chair**

Roger Banks

Edward Stupi

**Also Present:**

**Lori Day, Liaison**

Omaïne Dennis, Secretary

**Absent:**

Dr. Dorothy Orr

**MINUTES**

Board member Edward Stupi moved to approved the minutes of April 12, 2016, second by board member Roger Banks which prevailed by the following vote:

**Yes: Chair, Dennis Butcha, Board member, Roger Banks, Board member Edward Stupi**

**PUBLIC COMMENTS**

None

**NEW BUSINESS**

Approval of classification(s) below:

- Code Enforcement Officer I

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

Board member Edward Stupi moved to approve, board member Roger Banks seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

- Senior Human Resources Generalist

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

**YES: Dennis Buchta, Roger Banks, Edward Stupi**

**OLD BUSINESS**

None

There being no further business, this meeting is adjourned at 6:56PM

\_\_\_\_\_  
Dennis Buchta, Chair

\_\_\_\_\_  
Omaine Dennis, Secretary

## **ACCOUNTING SPECIALIST/ACCOUNTING TECHNICIAN II**

**FLSA: Non-Exempt**

Grade 21 \$36,022.77 - \$57,636.44

### **GENERAL DEFINITION**

Performs responsible and independent clerical accounting and bookkeeping duties involved in the preparation, processing and maintenance of a variety of records and financial transactions. Process, record, balance and verify a variety of accounting transactions and enters transactions into ledgers, journals and other record books. Reconciles journal entries and bank statements. Prepares periodic financial and statistical statements. Ensures adherence to generally accepted accounting principles and regulatory standards/requirements applicable to the work, as well as established policies and procedures. Essential job duties, as outlined herein, are performed according to the specific area(s) of assignment.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares deposit reports for payments received for assigned functional area(s); prepares check requests and general correspondence regarding refunds for overpayments.
- Prepares bank reconciliations for City bank accounts and prepares any necessary journal entries.
- Reconciles daily deposits to cash receipts and prepares any necessary journal entries; process and deposits all revenues and miscellaneous payment/receipts.
- Processes lien search requests for outstanding special assessments; prepares release of liens upon payment in full; updates records and spreadsheet data accordingly.
- Participates in audit preparations for both internal and external audit functions.
- Processes accounts payable invoices, receive and verify invoices, maintain log of cash disbursements and other responsibilities related to the accounts payable functions.
- Processes payroll/time sheet information into the payroll system for all departments; includes calculating retroactive pay, processing separation pay, verifying time sheets.
- Runs payroll reports; sorts, distributes and files reports accordingly; submits payroll taxes and complies with federal regulatory standards regarding payroll processing.
- Reviews information on all purchase orders prior to entry in the accounting system; upon verification enters invoices for payment processing.
- Verifies and reconciles accounts payable and payroll outstanding checks on monthly bank reconciliation.
- Updates and maintains spreadsheets and related data applicable to functional areas of assignment.
- Assists in the development, modification and implementation of policies and procedures to assure conformity and improve effectiveness and efficiency.
- Assists in other departmental responsibilities as necessary.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.

## **ACCOUNTING SPECIALIST~~ACCOUNTING TECHNICIAN II~~**

### **FLSA: Non-Exempt**

Grade 21 \$36,022.77 - \$57,636.44

- Receives and distributes daily mail.
- Prepares purchase orders for the Finance department.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Broad knowledge of accounting and bookkeeping principles and practices, with specific knowledge of bank reconciliation practices.
- Broad knowledge of regulatory standards governing the accounting and/or payroll processing functions.
- Ability to operate a variety of current office technologies including, but not limited to, personal computers, accounting software, copiers, telephones and calculators.
- Ability to perform numerical data entry type and maintain close attention to detail for posting, balancing and reporting accounts/payroll data.
- Ability to perform addition, subtract, multiplication, division, percentage calculations and decimal computations quickly and accurately.
- Working knowledge of the operations, functions and policies of department within which work is to be performed.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on routine tasks.
- Familiarity with standard office technologies, e.g., personal computers, word processors, spreadsheet applications.

### **PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

High school or GED Certificate and 3 years progressively responsible experience accounting and bookkeeping functions for one or more of the functional areas, e.g., accounts receivable, accounts payable, payroll processing, budget. Accounting related courses in a vocational training or college environment may substitute for a portion of the required experience.

**ACCOUNTING SPECIALIST~~ACCOUNTING TECHNICIAN II~~**

**FLSA: Non-Exempt**  
Grade 21 \$36,022.77 - \$57,636.44

I \_\_\_\_\_ have read and acknowledged receipt of the Job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**SENIOR ACCOUNTING SPECIALIST**  
**ACCOUNTING TECHNICIAN II**

**FLSA: Non-Exempt**

Grade 234 \$396,715022.1177 - \$6357,544636.1744

**GENERAL DEFINITION**

Performs highly responsible and independent accounting and bookkeeping duties, including the maintenance of complex accounts payable, capital assets, grant contracts, payroll and/or other accounting operations and transactions. Prepares periodic financial and statistical statements. Ensures adherence to generally accepted accounting principles and regulatory standards/requirements applicable to the work, as well as established policies and procedures. Work at this level requires a high degree of accuracy, the ability to prioritize multiple tasks, and the ability to perform such independently with minimal supervision and review. Position supervises clerical support staff when applicable.

~~Performs responsible and independent clerical accounting and bookkeeping duties involved in the preparation, processing and maintenance of a variety of records and financial transactions. Process, record, balance and verify a variety of accounting transactions and enters transactions into ledgers, journals and other record books. Reconciles journal entries and bank statements. Prepares periodic financial and statistical statements. Ensures adherence to generally accepted accounting principles and regulatory standards/requirements applicable to the work, as well as established policies and procedures. Essential job duties, as outlined herein, are performed according to the specific area(s) of assignment.~~

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**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this ~~classification. They~~classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Apply self-initiative and independent judgment in analyzing and evaluating financial information and generate complex reports to ensure reliability and integrity of financial records.
- Prepares deposit reports for payments received for assigned functional area(s); prepares check requests and general correspondence regarding refunds for overpayments.
- Prepares bank reconciliations for City bank accounts and prepares any necessary journal entries.
- Reconciles daily deposits to cash receipts and prepares any necessary journal entries; process and deposits all revenues and miscellaneous payment/receipts.
- Prepares and inputs journal entries, in order to record accurate financial information to the general ledger.
- ~~Processes lien search requests for outstanding special assessments; prepares release of liens upon payment in full; updates records and spreadsheet data accordingly.~~
- Participates in audit preparations for both internal and external audit functions.
- Processes accounts payable invoices, receive and verify invoices, maintain log of cash disbursements and other responsibilities related to the accounts payable functions.
- Processes payroll/time sheet information into the payroll system for all departments; includes calculating retroactive pay, processing separation pay, verifying time sheets.

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**SENIOR ACCOUNTING SPECIALIST  
ACCOUNTING TECHNICIAN II**

**FLSA: Non-Exempt**

Grade ~~234~~ \$~~396,715~~~~022.1177~~ - \$~~6357,544~~~~636.1744~~

- Runs payroll reports; sorts, distributes and files reports accordingly; submits payroll taxes and complies with federal regulatory standards regarding payroll processing.
- Reviews information on all purchase orders prior to entry in the accounting system; upon verification enters invoices for payment processing.
- Receives, researches, and resolves concerns or discrepancies unable to be resolved by accounting specialist staff.
- Writes and updates procedures for accounts payable, payroll, and other functions and conducts training on proper procedures for employees in other departments.
- Assists in the development, modification and implementation of policies and procedures to assure conformity and improve effectiveness and efficiency.
- Verifies and reconciles accounts payable and payroll outstanding checks on monthly bank reconciliation.
- Updates and maintains spreadsheets and related data applicable to functional areas of assignment.
- ~~Assists in the development, modification and implementation of policies and procedures to assure conformity and improve effectiveness and efficiency.~~
- Assists in other departmental responsibilities as necessary.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Verifies and ensures corrections to payroll submissions by City Departments
- Maintains and ensures the accuracy of all payroll records; utilizes data to prepare required tax returns and other federal tax reports, required regulatory reports and other City and State payroll reports.
- Ensures accurate processing of bi-weekly payroll according to City pay policy and practices and bargaining unit contracts
- Responsible for creating new payroll codes when necessary, i.e.; additional pay, deductions, benefits, accruals and tax codes.
- ~~Receives and distributes daily mail.~~
- ~~Prepares purchase orders for the Finance department.~~

**KNOWLEDGE, SKILLS & ABILITIES**

- Broad knowledge of accounting and bookkeeping principles and practices, ~~with specific knowledge of bank reconciliation practices.~~
- Ability to review, analyze and interpret fiscal records.
- Ability to prepare various state reports and forms.
- Experience and knowledge of ERP (Enterprise Resource Planning) systems integrating multiple financial modules.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned.
- Broad knowledge of regulatory standards governing the accounting and/or payroll processing functions.

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**SENIOR ACCOUNTING SPECIALIST  
ACCOUNTING TECHNICIAN II**

**FLSA: Non-Exempt**

Grade 234 \$396,715022.1177 - \$6357,544636.1744

- Considerable knowledge of modern principles, practices, and methods relating to the production of various payrolls and payroll reports
- Ability to operate a variety of current office technologies including, but not limited to, personal computers, accounting software, copiers, telephones and calculators.
- Ability to perform numerical data entry type and maintain close attention to detail for posting, balancing and reporting accounts/payroll data.
- Ability to perform addition, subtract, multiplication, division, percentage calculations and decimal computations quickly and accurately.
- Working knowledge of the operations, functions and policies of department within which work is to be performed.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on routine tasks.
- Familiarity with standard office technologies, e.g., personal computers, word processors, spreadsheet applications.
- Knowledge of Federal and State laws and regulations relating to payroll.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities as assigned.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Associates Degree from an accredited college or university in Accounting/Business or related field with three (3) to five (5) years of progressively responsible, related work experience in accounting or related field, e.g. accounts payable, payroll processing, budget.

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OR

A bachelor's degree from an accredited college or university in accounting, business, or a related field and one year of related experience

**SENIOR ACCOUNTING SPECIALIST**  
**ACCOUNTING TECHNICIAN II**

**FLSA: Non-Exempt**

Grade ~~234~~ \$~~396,715~~~~22,117~~ - \$~~635,754~~~~636,174~~

**PREFERRED**

Bachelor's Degree

3 years accounting related experience

2 years municipal experience

Experience working with Enterprise Resource Planning business management software (MUNIS) High school or GED Certificate and 3 years progressively responsible experience accounting and bookkeeping functions for one or more of the functional areas, e.g., accounts receivable, accounts payable, payroll processing, budget. Accounting related courses in a vocational training or college environment may substitute for a portion of the required experience.

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I \_\_\_\_\_ have read and acknowledged receipt of the Job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date