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AGENDA
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, MARCH 24, 2010
at 6:00 P.M.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Discussion, consideration, and possible direction to staff relative to the budget balancing strategy for the 2010-11 Fiscal Year.**
 Staff Resource: Michael Scannell

Councilors Garrison and Whatley requested item #5, 6, & 7:

5. **Discussion with Town Manager regarding FY2010-2011 budget format, reiteration of staff projections and recommendations, including but not limited to consideration of additional sales tax, broadened accommodation tax, reduced construction tax, a 36-hour work week, impacts of a 10-20% payroll reduction of overall payroll, revisions to holiday pay, departmental reorganization, possible elimination of some positions, and/or early retirement of employees that could qualify without benefit loss and possibilities for contracting out various Town services as they relate to budget reduction.** Note: Council may vote to go into Executive Session pursuant to ARS 38-431.03.A.3 for discussion or consultation for legal advice with the attorney or attorneys of the public body.
6. **Summary of ideas discussed and possible direction to Town Manager to relay this information to Department Heads.**
7. **Discussion and possible direction to Town Manager regarding the current FY2009-2010 budget. Discussion may include, but not be limited to reconsideration of unbudgeted items previously approved by Council, staff reductions, change in hours or any other items that would enable Town to conclude FY 2009-2010 within the adopted budgeted amounts.**
8. **Discussion, consideration, and possible direction to staff relative to staffing the Finance Department.** Staff Resource: David R. Smith
Discussion may include, but not be limited to:
 - a. **Retaining Michael Scannell on a contractual basis to assist with the Finance Department.** Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(4) for discussion or consultation with the attorney regarding contracts that are the subject of negotiations.
 - b. **Reclassifying Senior Accountant Lisa Elliott. Discussion and consideration may also include a new job description and pay classification for a Finance Manager.** Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Councilor German requested item #9:

9. **Discussion with the Town Manager relative to his resignation.** Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Councilor Garrison requested item #10:

10. **Discussion or consultation with the Town Attorney for legal advice concerning the Town's use of certain personal property rights.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation in connection with the Town's use of certain personal property rights.
11. **Adjournment**

Posted by: U Jones

Date/Time: 3-18-2010 1:35 p.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: March 24, 2010

Meeting Type: Special Session

Consent Agenda **Regular Business**

Reference Document:

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff relative to the budget balancing strategy for the 2010-2011 Fiscal Year.

Purpose and Background Information:

At the February 24, 2010 Council Retreat, Council requested that Staff bring back information relative to the 2010-2011 Fiscal Year Budget and options for resolving the projected revenue shortfall. Staff has prepared four (4) recommendations for Council's review. These recommendations, if approved by Council, will result in a balanced budget with the information that is currently available. Estimates from the State may affect the results of these strategies.

Attached herewith are copies of the PowerPoint presentation that staff will be delivering to Council during this presentation.

Recommendation (Suggested Motion):

Direction to staff relative to the budget balancing strategy for the 2010-2011 Fiscal Year.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Attorney Review: Yes No N/A

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Michael K Scannell, Town Manager

Action Report Prepared By: Lisa Elliott, Senior Accountant

March 24, 2010

FY2010-2011 Budget Special Session

Detailing the Shortfall

General Fund		HURF Fund	
Town Sales Tax	\$200,000	HURF Revenues	\$ 0
State Sales Tax	90,000	LTAf Revenues	50,000
Urban Rev Share	340,000		50,000
Vehicle License Tax	20,000		
	650,000		

Please note that these numbers will fluctuate as more information becomes available. State estimates have not yet been released, therefore, these amounts are subject to change.

Increased Expenditures

Fort Verde State Park. The portion of the funding for the IGA with Arizona State Parks allocated to FY2011 is estimated at \$78,750. This is a prorated amount of the \$105,000 approved for expenditures to fund Fort Verde State Park for the period of March 30, 2010 through March 29, 2011. The offsetting contribution from Yavapai County of \$30,000 is shown as a revenue, of which, \$22,500 will be allocated to FY2011.

Transit Voucher Program. The State has permanently swept all LTAF II Funds which were previously used to fund this program. Should the Town continue to provide this service, the estimated annual cost is \$18,000. Staff anticipates a balance remaining at the end of FY2009-2010, however, at this point, the roll over amount has not been identified.

Options

In order to “close the gap”, staff has prepared information on the following options:

- Expenditure Reductions
- Employee Pay Reductions
- Revenue Enhancements
- Draw From Fund Balance

Expenditure Reductions

Departmental operating budgets have been reduced drastically over the past two years. A few savings that have been identified for the FY2010-2011 are:

Holiday Pay policy change (affect to CVMO)	\$45,000
Litigation Expenditure Reductions	40,000
CV Sanitary District Loan	15,230
Youth Count – closure of Youth Center	6,000
Chamber AOT Grant match requirement	28,658*
Reduced Pool pump usage	1,300
Teen Center utility termination	1,200
	<u>\$137,388</u>

Other options to consider are department and/or program closures or modifications as well as incentives for retirement.

*Arizona Office of Tourism has discontinued the Tourism grants, therefore, the matching funds are no longer required.

Expenditure Reductions Other Options to Consider

- Incentives for Retirement
- Increased Sick Leave Accrual Pay Out Rates
- Severance Package
- Department/Program Closures or Modifications
- Identify Discretionary Services

Town Holiday Policy

On February 3, 2010, Council approved Resolution 2010-802 removing Holiday Pay and adding Holiday Leave Accruals. This change primarily affected the Marshal's Department as public safety employees are required to work on holidays and previously received extra holiday pay for doing so. The change in policy saved the Town approximately \$45,000 per year in holiday pay.

In the new Holiday Policy, Employees who are required to work on holidays are paid time and a half for actual hours worked. This provision is primarily afforded to Public Safety employees. The additional cost to pay Public Safety employees for working on holidays is approximately \$1,100 per holiday.

For general employees, a reduction in the number of Town observed holidays will generate no savings to the Town as these days are calculated as part of their annual budgeted salary. A reduction in Town observed holidays would only create an increase in the hours of productivity.

Town Holiday Policy

Town Holiday Comparison With State/Federal Holidays

Town Holidays	State/Federal Holidays
New Years Day	New Years Day
Civil Right's Day	Civil Right's Day
President's Day	President's Day
Memorial Day	Memorial Day
Independence Day	Independence Day
Labor Day	Labor Day
Veteran's Day	Columbus Day
Thanksgiving Day	Veteran's Day
Day after Thanksgiving	Thanksgiving Day
Christmas Eve	Christmas Day
Christmas Day	

Employee Pay Reductions

Experienced Reductions

Wage @ 90% of the market
 No merit increase for FY10 @ 2.5%
 No merit increase for FY11 @ 2.5%
 No Cost of Living Adjustments (COLA)
 Increased Health Insurance premiums
 Increased retirement contribution rates
 Increased work loads due to reduction in staff through attrition

FY11 Proposal

5% reduction in the form of a reduction in hours worked from 40 hours per week to 38 hours per week.*
 This will save the Town approximately \$150,000.

*Sworn Public Safety employees will experience an hourly rate reduction of 5% as their normal work schedule cannot be reduced under 40 hours/week (ARS 38-842.31c).

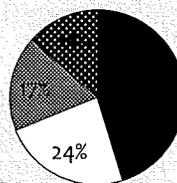
Revenue Enhancements

General Fund

The Town's General Fund receives the majority of its revenue from four (4) main sources: Town Sales Tax, Urban Revenue Sharing, State Sales Tax, and Vehicle License Tax.

With the volatility of the State's economy and budget balancing strategies, the Town is at the mercy of the State with regards to 55% of its expected revenues.

Revenue Sources



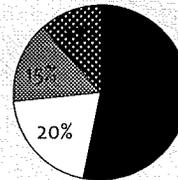
- Town Sales Tax
- Urban Revenue Sharing
- ▒ State Sales Tax
- ▣ Vehicle License Tax

Revenue Enhancements continued...

If the Town were to increase the local sales tax rate by 1%, the shift in the Town's General Fund reliance on the State for shared revenues would decrease by approximately 8% from 55% to 47%.

*Should the sales tax increase be allocated to other funds, this ratio will change.

Revenue Sources



- Town Sales Tax
- Urban Revenue Sharing
- ▨ State Sales Tax
- ▩ Vehicle License Tax

Sales Tax Rates of Similarly Situated Municipalities

Yavapai County Municipalities	Municipalities Located on Major Traffic Corridors
•Camp Verde 2.0	•Camp Verde (I-17) 2.0
•Chino Valley 3.0	•Flagstaff (I-17 & I-40) 1.0
•Clarkdale 3.0	•Phoenix (I-17) 2.0
•Cottonwood 3.0	•Williams (I-40) 3.0
•Dewey-Humboldt 1.0	•Kingman (I-40) 2.0
•Jerome 3.0	•Payson (Hwy 260) 2.12
•Peoria* 1.8	•Cottonwood (Hwy 260) 3.0
•Prescott 2.0	
•Prescott Valley 2.33	
•Sedona* 3.0	

*Boundaries are within county limits

* An important item to note is the commercial base that these communities have in comparison to Camp Verde.

Reasons For a Sales Tax Increase

A 1 cent increase in the Town's Sales Tax rate is projected to generate approximately \$750,000. The increased revenues can be used to fund a variety of issues.

Funding of current services

Development/Maintenance

Infrastructure

Buildings/Facilities

Roads – HURF will experience at least a \$50,000 reduction in revenue in the 2010-2011 fiscal year.

Debt Service

An increase in the Town's sales tax rate can be designated for specific purposes.

Allocation of Sales Tax

An increase in Town Sales Tax can be allocated to specific projects or funds to provide desired services. Examples of possible allocations are listed below.

100% to General Fund

This option would provide for the maintenance of general government services such as:

- Marshal's coverage
- Pool
- Library

As services provided through funds other than the General Fund are needed as well, by way of example, the increased tax proceeds could be allocated as follows:

- 25% to General Fund
- 25% to HURF Fund
- 25% to CIP Fund
- 25% to Debt Service

OR

20% to General Fund

- 20% to Parks Fund
- 20% to CIP Fund
- 40% to Debt Service

The possibilities with respect to allocating the proceeds from an increased sales tax rate are endless.

Various allocation amounts translated to dollar figures are as follows:

100% = \$750,000 75% = \$562,500 50% = \$375,000 40% = \$300,000
 25% = \$187,500 20% = \$150,000 10% = \$75,000

Allocation of Sales Tax continued...

Staff's inclusion of designating a portion of a sales tax increase to Debt Service would allow for the Town to finance the following projects:

- Acquisition of the Public Works Yard on Industrial Drive
- Improvements to Rio Verde Plaza
- Future improvements to existing facilities
- Property development
- Current debt payments

Revenue Enhancements

Important Note:

If Council desires to enact an increase to the Town's Sales Tax rate, please keep in mind that there is a 60 day waiting period from the time that the tax is adopted to the time of enforcement. If Council's desire was to have the increase be effective on July 1, 2010, the Ordinance would have to be adopted no later than May 1, 2010 (Saturday).

Fund Balance

	Yearly Contributions	Year End Balance
FY2000	\$435,356	\$2,247,223
FY2001	< 44,441>	\$2,202,782
FY2002	<128,686>	\$2,074,096
FY2003	430,657	\$2,504,753
FY2004	<119,328>	\$2,385,425
FY2005	89,871	\$2,475,296
FY2006	753,724*	\$3,229,020
FY2007	289,356*	\$3,518,376
FY2008	46,198	\$3,564,574
FY2009	57,722*	\$3,622,296

*Includes a restatement of the prior period ending balance.

When Things Get Better

Staff feels it important to identify certain “triggers” that will signal the improvement of the economy and the Town’s ability to restore the reductions mentioned earlier in this presentation. Staff also feels it important to create a list of the order in which the cuts will be restored.

Triggers for Restoration of Cuts

- Projected increase of Town Sales Tax collections of at least 5% over the budgeted amount.

Order of Restoration

- Employee Pay Reductions
- Department/Program Restorations (i.e. service reductions)
- Delayed or New Projects

Staff's Recommendations

Staff's recommendations

Increase the Town's Sales Tax rate by 1 cent applicable only to those categories that are presently taxed. Allocate via percentages to various funds.

Apply the 5% pay reduction proposed by the Town's employees with the provision that should the "triggers" be met, the wage reductions will be reduced/eliminated.

Apply expenditure reductions as noted on slide 5 - "Expenditure Reductions"
Draw the remaining shortfall from Fund Balance.

Summary of General Fund Shortfall & Staff Recommendations

Projected Shortfall	<\$650,000>
TPT Increase - 25% alloc.	187,500
5% Employee Reductions	150,000
Expenditure Reductions	137,388
Draw on Fund Balance	175,112
	0

FF 8



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: March 24, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

Agenda Title:

Discussion, consideration, and possible direction to staff relative to staffing the Finance Department

Purpose and Background Information:

a.) Retaining Michael Scannell on a contractual basis:

Mike Scannell has offered to contract with the Town for 10hrs to 15hrs a week to assist the Town through the budget process or until a new Town Manager has been hired. Mike has also agreed to do this for 20% less than his current hourly rate. This would equate to \$43.08 an hour.

If the council wishes, a contract could be drafted and brought back for approval.

b.) Reclassifying Senior Accountant Lisa Elliott:

A proposal has been advanced to the Human Resources Department for consideration to reclassify Lisa Elliott's job classification. This request was made due to the additional duties and responsibilities she will incur once Mike Scannell leaves the Town.

Due to this request, Human Resources contacted Liz Talamonti of Public Sector Consultants. As you may recall, Public Sector Consultants was the group the Town contracted with in 2008 to complete a compensation/classification study. Liz Talamonti advised that due to the additional responsibilities it would be proper to reclassify Lisa Elliott to a Finance Manager position at a Pay Range 63. Lisa Elliott currently serves as Senior Accountant at a Pay Range 55.

Recommendation:

Council's pleasure

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Attorney Review: **Yes** **No** **N/A**

Attorney Comments:

Submitting Department: Human Resources

Contact Person: David R. Smith

**Town of Camp Verde
Permanent Salary Range Table**

Range	MIN	MID	MAX		Range	MIN	MID	MAX
11	\$13,712	\$17,289	\$20,865		55	\$40,641	\$51,240	\$61,839
12	\$14,055	\$17,721	\$21,386		56	\$41,657	\$52,521	\$63,385
13	\$14,406	\$18,164	\$21,921		57	\$42,698	\$53,834	\$64,970
14	\$14,767	\$18,618	\$22,469		58	\$43,765	\$55,180	\$66,594
15	\$15,136	\$19,083	\$23,031		59	\$44,860	\$56,559	\$68,259
16	\$15,514	\$19,560	\$23,607		60	\$45,981	\$57,973	\$69,966
17	\$15,902	\$20,049	\$24,197		61	\$47,131	\$59,423	\$71,715
18	\$16,300	\$20,551	\$24,802		62	\$48,309	\$60,908	\$73,508
19	\$16,707	\$21,064	\$25,422		63	\$49,517	\$62,431	\$75,345
20	\$17,125	\$21,591	\$26,057		64	\$50,754	\$63,992	\$77,229
21	\$17,553	\$22,131	\$26,709		65	\$52,023	\$65,591	\$79,160
22	\$17,992	\$22,684	\$27,376		66	\$53,324	\$67,231	\$81,139
23	\$18,441	\$23,251	\$28,061		67	\$54,657	\$68,912	\$83,167
24	\$18,903	\$23,832	\$28,762		68	\$56,023	\$70,635	\$85,246
25	\$19,375	\$24,428	\$29,481		69	\$57,424	\$72,401	\$87,377
26	\$19,859	\$25,039	\$30,219		70	\$58,860	\$74,211	\$89,562
27	\$20,356	\$25,665	\$30,974		71	\$60,331	\$76,066	\$91,801
28	\$20,865	\$26,307	\$31,748		72	\$61,839	\$77,968	\$94,096
29	\$21,386	\$26,964	\$32,542		73	\$63,385	\$79,917	\$96,448
30	\$21,921	\$27,638	\$33,356		74	\$64,970	\$81,915	\$98,860
31	\$22,469	\$28,329	\$34,189		75	\$66,594	\$83,963	\$101,331
32	\$23,031	\$29,038	\$35,044		76	\$68,259	\$86,062	\$103,864
33	\$23,607	\$29,763	\$35,920		77	\$69,966	\$88,213	\$106,461
34	\$24,197	\$30,508	\$36,818		78	\$71,715	\$90,419	\$109,122
35	\$24,802	\$31,270	\$37,739		79	\$73,508	\$92,679	\$111,850
36	\$25,422	\$32,052	\$38,682		80	\$75,345	\$94,996	\$114,647
37	\$26,057	\$32,853	\$39,649		81	\$77,229	\$97,371	\$117,513
38	\$26,709	\$33,675	\$40,641		82	\$79,160	\$99,805	\$120,451
39	\$27,376	\$34,517	\$41,657		83	\$81,139	\$102,300	\$123,462
40	\$28,061	\$35,379	\$42,698		84	\$83,167	\$104,858	\$126,549
41	\$28,762	\$36,264	\$43,765		85	\$85,246	\$107,479	\$129,712
42	\$29,481	\$37,170	\$44,860		86	\$87,377	\$110,166	\$132,955
43	\$30,219	\$38,100	\$45,981		87	\$89,562	\$112,920	\$136,279
44	\$30,974	\$39,052	\$47,131		88	\$91,801	\$115,743	\$139,686
45	\$31,748	\$40,029	\$48,309		89	\$94,096	\$118,637	\$143,178
46	\$32,542	\$41,029	\$49,517		90	\$96,448	\$121,603	\$146,757
47	\$33,356	\$42,055	\$50,754		91	\$98,860	\$124,643	\$150,426
48	\$34,189	\$43,106	\$52,023		92	\$101,331	\$127,759	\$154,187
49	\$35,044	\$44,184	\$53,324		93	\$103,864	\$130,953	\$158,042
50	\$35,920	\$45,289	\$54,657		94	\$106,461	\$134,227	\$161,993
51	\$36,818	\$46,421	\$56,023		95	\$109,122	\$137,583	\$166,043
52	\$37,739	\$47,581	\$57,424		96	\$111,850	\$141,022	\$170,194
53	\$38,682	\$48,771	\$58,860		97	\$114,647	\$144,548	\$174,449
54	\$39,649	\$49,990	\$60,331		98	\$117,513	\$148,161	\$178,810

**Town of Camp Verde
Position Classification Plan**

Table 2 - Index of Current to Recommended Job Classes

Transaction Codes:
M = Merge Into Other Class S = Split into Two or More Classes
T = Title Modification N = No Change
D = Delete Class Title J = New Job Class

Current Job Class	Recommended Job Class	Trans Code
Town Mgr/Council Group		
Town Manager	Town Manager	N
Marshal Group		
Town Marshal/HR Director	Town Marshal/HR Director	N
Lieutenant	Lieutenant	N
Sergeant	Sergeant	N
Deputy	Deputy	N
Detective	Deputy	M,D
Dispatch Supervisor	Dispatch Supervisor	N
Dispatcher	Dispatcher	S,N
	Dispatcher/Evidence Clerk	J
Animal Control Officer	Animal Control Officer	N
Animal Shelter Operator	Animal Shelter Operator	N
Records Supervisor	Records Specialist	T
Records Clerk	Records Clerk	N
Library Group		
Library Director	Library Director	N
Sr. Librarian	Delete class	D
Children's Librarian	Children's Librarian	N
Librarian	Library Specialist	T
Library Clerk	Senior Library Clerk	T
Children's Library Aide	Senior Library Clerk	M,D
Library Aide	Library Clerk	T
Town Clerk Group		
Town Clerk	Town Clerk	N
Deputy Clerk	Deputy Town Clerk	T
Magistrate Group		
Court Supervisor	Court Supervisor	N
Court Clerk	Court Clerk	N
Court Clerk/Interpreter	Court Clerk	M,D
Parks/Recreation & Maintenance Group		
Parks & Rec Director	Parks & Recreation Director	N
Recreation Supervisor	Recreation Supervisor	N
Maintenance Foreman	Maintenance Foreman	N
Lead Parks Maint Worker	Lead Maintenance Worker	T
Maintenance Worker	Maintenance Worker	N
Park Maintenance Worker	Maintenance Worker	M,D
Janitor	Janitor	N

**Town of Camp Verde
Position Classification Plan**

Table 2 - Index of Current to Recommended Job Classes

Transaction Codes:
M = Merge Into Other Class S = Split into Two or More Classes
T = Title Modification N = No Change
D = Delete Class Title J = New Job Class

Current Job Class	Recommended Job Class	Trans Code
Community Development Group		
Community Development Director	Community Development Director	N
Senior Planner	Senior Planner	N
Chief Building Official	Chief Building Official	N
Building Inspector	Building Inspector	N
Code Enforcement Officer	Code Enforcement Officer	N
Engineering/Public Works Group		
Public Works Director/Town Engineer	Public Works Director/Town Engineer	N
Streets Foreman	Streets Maintenance Foreman	T
Streets Inspector	Streets Supervisor/Inspector	T
Senior Equipment Operator	Equipment Operator, Senior	N
Equipment Operator	Equipment Operator	N
Medium Equipment Operator	Equipment Operator	M,D
Laborer	Laborer	N
Finance Group		
Accountant	Accountant	N
Finance Clerk	Finance Clerk	N
Housing Group		
Housing Director/Planner	Housing Director/Planner	N
Administrative Support Group		
Office Manager	no inc; no PDQ; deleted class	D
Admin Assistant to Town Manager	Admin Assistant to Town Manager	N
Administrative Assistant	Administrative Assistant	S,N
Administrative Assistant/Reception	Administrative Assistant	M,D
	Permit Technician	J
	Assistant Planner/Admin Assist	J
	Special Events Coord/Admin Asst	J
Dispatcher/Admin Asst	HR Specialist/Admin Asst	T
Receptionist	Receptionist	N
Clerical	deleted class	D

**Town of Camp Verde
Position Classification Plan**

Table 3 - Recommended Classification of Individual Positions

Transaction Codes:
R = Reclassification

N = No Change
T = Title Modification

Employee Name	Department	Current Job Class	Recommended Job Class	Trans Code
Elliott Lisa	Finance	Accountant	Accountant	N
Brown Carol	Town Manager	Admin Asst. To Mgr	Admin Assistant to Town Manage	N
House Valerie	Building Department	Administrative Assistant	Permit Technician	R
Oium Rebecca	Building Department	Administrative Assistant	Permit Technician	R
Paulsen Virginia	Planning & Zoning	Administrative Assistant	Assistant Planner/Admin Assist	R
Ranney Deborah	Public Works	Administrative Assistant	Administrative Assistant	N
Jones (J) Jessie	Parks & Recreation	Administrative Assistant	Special Events Coord/Admin Asst	R
Goodwin Teresa	Housing Department	Administrative Assistant (PT)	Administrative Assistant	N
McCormick Sharon	Town Clerk	Administrative Assistant/Rec	Administrative Assistant	T
Moore (L) Lynda	Parks & Recreation	Parks & Rec Director	Parks & Recreation Director	N
Hopkins Tarra	Marshal	Animal Shelter Operator	Animal Shelter Operator	N
Foreman Robert	Building Department	Building Inspector	Building Inspector	N
Feldmann Charles	Building	Chief Building Official	Chief Building Official	N
Schuler Peggy	Library	Childrens Librarian	Children's Librarian	N
Lew Kathleen	Library	Children's Library Aide	Senior Library Clerk	T
Buckel Nancy	Community Develop	Community Development Dir	Community Development Director	N
Chavez (J) Jennie	Magistrate	Court Clerk	Court Clerk	N
Clegg Martha	Magistrate	Court Clerk	Court Clerk	N
Urias (M K) Miriam Karina	Magistrate	Court Clerk	Court Clerk	N
Pineda Veronica	Magistrate	Court Clerk/Interpretor	Court Clerk	T
ughety Jacque	Magistrate	Court Supervisor	Court Supervisor	N
Jaizel Thomas	Marshal	Deputy	Deputy	N
Berrelez Oscar	Marshal	Deputy	Deputy	N
Bowers Jeffery	Marshal	Deputy	Deputy	N
Collins Brandon	Marshal	Deputy	Deputy	N
Ellis Larry	Marshal	Deputy	Deputy	N
Freeman David	Marshal	Deputy	Deputy	N
Grover Russell	Marshal	Deputy	Deputy	N
Kontz Samantha	Marshal	Deputy	Deputy	N
Miller Robert	Marshal	Deputy	Deputy	N
Patten Jeffrey	Marshal	Deputy	Deputy	N
Reimer Monte	Marshal	Deputy	Deputy	N
Romero Thomas	Marshal	Deputy	Deputy	N
Todd Travis	Marshal	Deputy	Deputy	N
Watkins Richard	Marshal	Deputy	Deputy	N
Jones Virginia	Town Clerk	Deputy Clerk	Deputy Town Clerk	T
Miller (L) Laura	Marshal	Detective	Deputy	R
O'Donnal Ralph	Marshal	Detective	Deputy	R
Teixeira Sharon	Marshal	Dispatch Supervisor	Dispatch Supervisor	N
Crane Dennis	Marshal	Dispatcher	Dispatcher	N
Ebert Sheila	Marshal	Dispatcher	Dispatcher	N
Piper Mary	Marshal	Dispatcher	Dispatcher	N
Sanchez Nina	Marshal	Dispatcher	Dispatcher	N
Toogood Jason	Marshal	Dispatcher	Dispatcher	N
Hughes Debbie	Marshal	Dispatcher	Dispatcher/Evidence Clerk	R
artin Debra	Marshal	Dispatcher/Admin Assistant	HR Specialist/Admin Asst	T
arker Thyna	Finance	Finance Clerk	Finance Clerk	N
morris Matthew	Housing/Planning	Housing Director/Planner	Housing Director/Planner	N

**Town of Camp Verde
FY 2009 Salary Plan**

Table 5 - Salary Ranges Per Job Class - (Job Class Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	-- Recommended 95% --			
		Range	Minimum	Midpoint	Maximum
Town Manager Group					
* Town Manager	Town Manager	93	\$103,864	\$130,953	\$158,042
Marshal Group					
* Town Marshal/HR Director	Town Marshal/HR Director	82	\$79,160	\$99,805	\$120,451
Lieutenant	Lieutenant	72	\$61,839	\$77,968	\$94,096
* Sergeant	Sergeant	62	\$48,309	\$60,908	\$73,508
* Deputy	Deputy	53	\$38,682	\$48,771	\$58,860
Detective	Deputy				
* Dispatch Supervisor	Dispatch Supervisor	48	\$34,189	\$43,106	\$52,023
* Dispatcher	Dispatcher	43	\$30,219	\$38,100	\$45,981
	Dispatcher/Evidence Clerk	43	\$30,219	\$38,100	\$45,981
* Animal Control Officer	Animal Control Officer	38	\$26,709	\$33,675	\$40,641
Animal Shelter Operator	Animal Shelter Operator	36	\$25,422	\$32,052	\$38,682
Records Supervisor	Records Specialist	43	\$30,219	\$38,100	\$45,981
* Records Clerk	Records Clerk	37	\$26,057	\$32,853	\$39,649
* Dispatcher/Admin Asst	HR Specialist/Admin Asst	45	\$31,748	\$40,029	\$48,309
Library Group					
* Library Director	Library Director	69	\$57,424	\$72,401	\$87,377
Sr. Librarian	Delete class				
* Children's Librarian	Children's Librarian	49	\$35,044	\$44,184	\$53,324
* Librarian	Library Specialist	39	\$27,376	\$34,517	\$41,657
* Library Clerk	Senior Library Clerk	33	\$23,607	\$29,763	\$35,920
Children's Library Aide	Senior Library Clerk				
Library Aide	Library Clerk	29	\$21,386	\$26,964	\$32,542
Town Clerk Group					
* Town Clerk	Town Clerk	67	\$54,657	\$68,912	\$83,167
* Deputy Clerk	Deputy Town Clerk	49	\$35,044	\$44,184	\$53,324
Magistrate Group					
* Court Supervisor	Court Supervisor	50	\$35,920	\$45,289	\$54,657
* Court Clerk	Court Clerk	40	\$28,061	\$35,379	\$42,698
Court Clerk/Interpreter	Court Clerk				
Parks/Recreation & Maintenance Group					
* Parks & Rec Director	Parks & Recreation Director	72	\$61,839	\$77,968	\$94,096
* Recreation Supervisor	Recreation Supervisor	49	\$35,044	\$44,184	\$53,324
Maintenance Foreman	Maintenance Foreman	48	\$34,189	\$43,106	\$52,023
* Lead Parks Maint Worker	Lead Maintenance Worker	44	\$30,974	\$39,052	\$47,131
* Maintenance Worker	Maintenance Worker	34	\$24,197	\$30,508	\$36,818
Park Maintenance Worker	Maintenance Worker				
* Janitor	Janitor	28	\$20,865	\$26,307	\$31,748
	Special Events Coord/Admin Asst	45	\$31,748	\$40,029	\$48,309

*Salary Survey Benchmark
PSPC

Town of Camp Verde

FY 2009 Salary Plan

Table 5 - Salary Ranges Per Job Class - (Job Class Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	-- Recommended 95% --			
		Range	Minimum	Midpoint	Maximum
Community Development Group					
* Community Development Director	Community Development Director	77	\$69,966	\$88,213	\$106,461
* Senior Planner	Senior Planner	59	\$44,860	\$56,559	\$68,259
* Chief Building Official	Chief Building Official	64	\$50,754	\$63,992	\$77,229
* Building Inspector	Building Inspector	49	\$35,044	\$44,184	\$53,324
* Code Enforcement Officer (Open)	Code Enforcement Officer	45	\$31,748	\$40,029	\$48,309
*	Assistant Planner/Admin Assist	46	\$32,542	\$41,029	\$49,517
*	Permit Technician	42	\$29,481	\$37,170	\$44,860
Engineering/Public Works Group					
* Public Works Dir/Town Engineer	Public Works Director/Town Engineer	78	\$71,715	\$90,419	\$109,122
	Streets Supervisor/Inspector	56	\$41,657	\$52,521	\$63,385
* Streets Foreman	Streets Maintenance Foreman	52	\$37,739	\$47,581	\$57,424
* Senior Equipment Operator	Equipment Operator, Senior	43	\$30,219	\$38,100	\$45,981
* Equipment Operator	Equipment Operator	39	\$27,376	\$34,517	\$41,657
Medium Equipment Operator	Equipment Operator				
Laborer	Laborer	33	\$23,607	\$29,763	\$35,920
Finance Group					
* Finance Director	Finance Director	73	\$63,385	\$79,917	\$96,448
* Accountant	Accountant	46	\$32,542	\$41,029	\$49,517
* Finance Clerk	Finance Clerk	40	\$28,061	\$35,379	\$42,698
Housing Group					
Housing Director/Planner	Housing Director/Planner	68	\$56,023	\$70,635	\$85,246
Administrative Support Group					
Office Manager	deleted class				
* Admin Assistant to Town Manager	Admin Assistant to Town Manager	48	\$34,189	\$43,106	\$52,023
* Administrative Assistant	Administrative Assistant	42	\$29,481	\$37,170	\$44,860
Administrative Assistant/Receptionist	Administrative Assistant				
Receptionist	Receptionist	32	\$23,031	\$29,038	\$35,044
Clerical	deleted class				
Contract Position for Informational Purposes Only					
* Magistrate	Magistrate				cont

Town of Camp Verde

FY 2009 Salary Plan

Table 6 - Salary Ranges Per Job Class - (Salary Range Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	-- Recommended 95% --			
		Range	Minimum	Midpoint	Maximum
* Town Manager	Town Manager	93	\$103,864	\$130,953	\$158,042
* Town Marshal/HR Director	Town Marshal/HR Director	82	\$79,160	\$99,805	\$120,451
* Public Works Dir/Town Engineer	Public Works Director/Town Engineer	78	\$71,715	\$90,419	\$109,122
* Community Development Director	Community Development Director	77	\$69,966	\$88,213	\$106,461
* Finance Director	Finance Director	73	\$63,385	\$79,917	\$96,448
Lieutenant	Lieutenant	72	\$61,839	\$77,968	\$94,096
* Parks & Rec Director	Parks & Recreation Director	72	\$61,839	\$77,968	\$94,096
* Library Director	Library Director	69	\$57,424	\$72,401	\$87,377
Housing Director/Planner	Housing Director/Planner	68	\$56,023	\$70,635	\$85,246
* Town Clerk	Town Clerk	67	\$54,657	\$68,912	\$83,167
* Chief Building Official	Chief Building Official	64	\$50,754	\$63,992	\$77,229
* Sergeant	Sergeant	62	\$48,309	\$60,908	\$73,508
* Senior Planner	Senior Planner	59	\$44,860	\$56,559	\$68,259
Streets Inspector	Streets Supervisor/Inspector	56	\$41,657	\$52,521	\$63,385
* Deputy	Deputy	53	\$38,682	\$48,771	\$58,860
* Streets Foreman	Streets Maintenance Foreman	52	\$37,739	\$47,581	\$57,424
* Court Supervisor	Court Supervisor	50	\$35,920	\$45,289	\$54,657
* Children's Librarian	Children's Librarian	49	\$35,044	\$44,184	\$53,324
* Deputy Clerk	Deputy Town Clerk	49	\$35,044	\$44,184	\$53,324
* Recreation Supervisor	Recreation Supervisor	49	\$35,044	\$44,184	\$53,324
* Building Inspector	Building Inspector	49	\$35,044	\$44,184	\$53,324
* Dispatch Supervisor	Dispatch Supervisor	48	\$34,189	\$43,106	\$52,023
Maintenance Foreman	Maintenance Foreman	48	\$34,189	\$43,106	\$52,023
* Admin Assistant to Town Manager	Admin Assistant to Town Manager	48	\$34,189	\$43,106	\$52,023
	Assistant Planner/Admin Assist	46	\$32,542	\$41,029	\$49,517
* Accountant	Accountant	46	\$32,542	\$41,029	\$49,517

*Salary Survey Benchmark
PSPC

**Town of Camp Verde
FY 2009 Salary Plan**

Table 6 - Salary Ranges Per Job Class - (Salary Range Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	-- Recommended 95% --			
		Range	Minimum	Midpoint	Maximum
* Dispatcher/Admin Asst	HR Specialist/Admin Asst	45	\$31,748	\$40,029	\$48,309
	Special Events Coord/Admin Asst	45	\$31,748	\$40,029	\$48,309
* Code Enforcement Officer (Open)	Code Enforcement Officer	45	\$31,748	\$40,029	\$48,309
* Lead Parks Maint Worker	Lead Maintenance Worker	44	\$30,974	\$39,052	\$47,131
* Dispatcher	Dispatcher	43	\$30,219	\$38,100	\$45,981
* Records Supervisor	Dispatcher/Evidence Clerk	43	\$30,219	\$38,100	\$45,981
* Senior Equipment Operator	Records Specialist	43	\$30,219	\$38,100	\$45,981
	Equipment Operator, Senior	43	\$30,219	\$38,100	\$45,981
* Administrative Assistant	Permit Technician	42	\$29,481	\$37,170	\$44,860
	Administrative Assistant	42	\$29,481	\$37,170	\$44,860
* Court Clerk	Court Clerk	40	\$28,061	\$35,379	\$42,698
* Finance Clerk	Finance Clerk	40	\$28,061	\$35,379	\$42,698
* Librarian	Library Specialist	39	\$27,376	\$34,517	\$41,657
* Equipment Operator	Equipment Operator	39	\$27,376	\$34,517	\$41,657
* Animal Control Officer	Animal Control Officer	38	\$26,709	\$33,675	\$40,641
* Records Clerk	Records Clerk	37	\$26,057	\$32,853	\$39,649
Animal Shelter Operator	Animal Shelter Operator	36	\$25,422	\$32,052	\$38,682
* Maintenance Worker	Maintenance Worker	34	\$24,197	\$30,508	\$36,818
* Library Clerk	Senior Library Clerk	33	\$23,607	\$29,763	\$35,920
Laborer	Laborer	33	\$23,607	\$29,763	\$35,920
Receptionist	Receptionist	32	\$23,031	\$29,038	\$35,044
Library Aide	Library Clerk	29	\$21,386	\$26,964	\$32,542
* Janitor	Janitor	28	\$20,865	\$26,307	\$31,748

Job Description



FINANCE DIRECTOR

Department:	Finance	Revised Date:	August 2008
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GENERAL PURPOSE: Under limited supervision, performs complex financial management duties as the Chief Fiscal Officer, with responsibility for maintaining fiscal stability and safeguarding the assets of the Town; assures compliance to state and Federal regulations, and Town policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Serves as the principal financial advisor to the Town Council and the Town Manager; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial issues and policies, and recommends and implements solutions; analyzes financial and resource information on City operations; evaluates Town's needs, and recommends financial resource requirements; reviews and monitors status reports, and recommends appropriate actions and plan modifications; prepares and presents financial status reports to Town Council, and assures effective communication of financial issues.
- Reviews Town operations and determines financial resource requirements and goals; identifies and coordinates resources required to achieve goals; interprets laws, rules, regulations and guidelines for financial procedures; establishes internal financial controls, and assures the financial activities and procedures are in compliance with all laws, policies and regulations; directs development of budget; monitors budget and financial variables, revenue cycle and expenditure trends; reviews and verifies journal entries and bank reconciliations; verifies the accuracy of financial records.
- Manages Finance Department operations; assures the quality of the financial activities, services and work products; oversees the Town's banking and investment activities; coordinates all external financial reporting and preparation of consolidated financial statements; manages the preparation and filing of all financial statements and reports; researches, organizes, compiles, summarizes and analyzes data and information for special projects and planning.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Manages Finance Department staff.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Finance, Accounting or Business Administration; AND five year's experience in government accounting and budgeting, including two year's supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Registration as a Certified Public Accountant with the State of Arizona is preferred and may be required.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

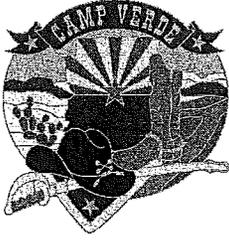
Required Skill in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and Town policies and procedures.
- Analyzing and interpreting financial documents, and preparing complex financial reports.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Planning, organizing, and coordinating the work of Finance Department staff.
- Operating a personal computer utilizing standard and specialized software.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.

Job Description



SENIOR ACCOUNTANT

Department:	Finance	Revised Date:	November 2008
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GENERAL PURPOSE: Under general direction and oversight of the Finance Director, the Senior Account performs complex professional governmental accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; and prepares accounting and auditing reports. An employee in this job class directs, coordinates, and supervises the work of other accounting staff. The Senior Accountant regularly advises and consults with the Finance Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and directs general accounting operations, including general ledger maintenance, accounts payable and receivable, payroll, and purchase orders.
- Administers Town budget, tracks expenditures, and coordinates budget development; monitors budget and financial variables, revenue cycle and expenditure trends.
- Analyzes and verifies journal entries and bank reconciliations; verifies the accuracy of financial records; researches and resolves accounting and budget issues; interprets and explains financial policies and rules.
- Manages the preparation and filing of financial reports; analyzes expenditures and develops revenue projections; coordinates external financial reporting and work with external auditors.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Assures that Town financial records are complete, accurate, and in compliance with laws, ordinances, and regulations which affect municipal finance operations, and Generally Accepted Accounting Principals.
- Assists department heads and other Town staff on technical accounting matters. Responds to requests for information and refers matters requiring policy interpretation to manager for resolution.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Supervises accounting staff

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Accounting or Business Administration with an accounting concentration; AND three year's accounting experience, including at least one year in governmental accounting; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- General accounting standards, policies, procedures and regulations.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Applicable state and Federal rules, codes and regulations.
- Basic leadership and supervisory practices and techniques.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

Required Skill in:

- Interpreting and applying accounting rules and Town policies and procedures.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing and interpreting financial documents, and preparing financial reports.
- Correcting and updating financial information systems.
- Performing mathematical calculations with skill and accuracy; reviewing and verifying calculations.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Effective supervision skills and establishing and maintaining effective and harmonious working relationships with other staff, managers, elected and appointed officials and the public.
- Preparing clear, comprehensive, concise written reports and communications as well as complex statistical analyses.
- Communicating clearly and concisely.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.



DRAFT

FINANCE MANAGER

Department:	Finance	Revised Date:	March 2010
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GENERAL PURPOSE: Under general supervision, performs complex professional governmental accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; and prepares accounting and auditing reports. An employee in this job class directs, coordinates, and supervises the work of other accounting staff; assures compliance to state and Federal regulations, and Town policies and procedures. The Finance Manager regularly advises and consults with the Finance Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Serves as a financial advisor; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial issues and policies, and recommends and implements solutions; analyzes financial and resource information on Town operations and recommends financial resource requirements; reviews and monitors status reports, and recommends appropriate actions and plan modifications; and assures effective communication of financial issues.
- Plans and directs general accounting operations, including general ledger maintenance, accounts payable and receivable, payroll, and purchase orders; administers Town budget, tracks expenditures, and coordinates budget development; monitors budget and financial variables, revenue cycle and expenditure trends; Manages the preparation and filing of financial reports; analyzes expenditures and develops revenue projections; coordinates external financial reporting and work with external auditors.
- Interprets laws, rules, regulations and guidelines for financial procedures; establishes internal financial controls, and assures the financial activities and procedures are in compliance with all laws, policies and regulations; directs development of budget; monitors budget and financial variables, revenue cycle and expenditure trends; reviews and verifies journal entries and bank reconciliations; verifies the accuracy of financial records.
- Manages Finance Department operations; assures the quality of the financial activities, services and work products; manages the Town's banking and investment activities; coordinates all external financial reporting and preparation of consolidated financial statements; manages the preparation and filing of all financial statements and reports; researches, organizes, compiles, summarizes and analyzes data and information for special projects and planning.
- Manage the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

Job Description

DRAFT

MANAGERIAL RESPONSIBILITIES:

Manages Finance Department staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree in Finance, Accounting or Business Administration with an accounting concentration; AND three year's experience in government accounting and budgeting, including one year supervisory experience; Bachelor's Degree preferred OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

Required Skill in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and Town policies and procedures.
- Analyzing and interpreting financial documents, and preparing complex financial reports.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Planning, organizing, and coordinating the work of Finance Department staff.
- Performing mathematical calculations with skill and accuracy; reviewing and verifying calculations.
- Operating a personal computer utilizing standard and specialized software.
- Effective management skills and establishing and maintaining effective and harmonious working relationships with other staff, managers, elected and appointed officials and the public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.