# ADDITIONAL INFORMATION

## Special Session

## April 14, 2010

**LUMBARD & ASSOCIATES P.L.L.C.**
*A Certified Public Accounting Firm*

Lisa B. Lumbard, C.P.A., C.G.F.M.
Neil Broadstock, C.P.A., M.B.A.
Miranda Penrod, C.P.A., M.B.A.
Janette Wallin, C.P.A.
Carlos Valdivia
A. Jake Litwiller

Jessica M. Castro
Stephanie M. Canez

American Institute of Certified Public Accountants
Government Finance Officers Association
Arizona Society of Certified Public Accountants
Association of Government Accountants

April 13, 2010

Honorable Mayor, Bob Burnside
And Town Council
Town of Camp Verde
473 South Main Street, Suite 102
Camp Verde, Arizona 86322

Re: Consulting and Agreed Upon Procedures Services

Dear Mayor and Council

We are pleased to provide this letter in response to a request from Council member Jackie Baker regarding meeting the Town's immediate financial controls and reporting needs. It is our understanding that the Town has not filled the vacancy in the finance director position and that the Town recently lost the Town Manager who was performing some of the finance director functions. The full scope of the specific services the Town may need and the length of time that such services will be required cannot be determined at this time.

However, we offer the following services for your consideration:

1. Provide a staff member to perform certain functions on a monthly basis as necessary for adequate segregation of duties including:
    a. Review and approval of monthly bank reconciliations
    b. Review and approval of adjusting journal entries prepared by the Town's Senior Accountant
    c. Assist the Town's Senior Accountant with month end reconciliations
    d. Be available to respond to technical questions from the Town's finance department
    e. Other reviews and approvals as deemed necessary by the Town
2. Assist the Town with defining finance department job descriptions and positions that meet the Town's needs while minimizing the Town's costs
3. Assist the Town with recruiting and screening of applicants for Finance Director function
4. Assist the Town's Senior Accountant with the annual budget preparation (due in July 2010 for the fiscal year ending June 30, 2011)
5. Assist the Town in preparing a request for audit services proposal that includes the applicable standards and requirements to properly meet the Town's reporting needs to key funding sources
6. Provide the Town's audit committee with appropriate criteria for evaluating the proposals from audit firms
7. Draft the financial statements for the fiscal year ending June 30, 2010
8. Provide updated guidance to the audit committee on the scope of its functions
9. Report to the Town Council or representative committee on services performed and observations

4143 North 12th Street • Suite 100 • Phoenix, Arizona 85014 • (602) 274-9966 • FAX: (602) 265-0021

**Compensation and Payments**

Our fees for these services would be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs, such as lodging, mileage and per-diem at IRS approved rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your project. We are pleased to offer a former municipal accountant who would be assigned to perform the majority of the monthly services. The management advisory services and supervision are expected to be provided by the Firm's Principal and Audit Manager. The proposed personnel are either already a Certified Government Financial Manager or in the process of obtaining their certification from the Association of Government Accountants. The proposed services will be billed at the following hourly rates:

| | |
|---|---|
| Principal/Managing Member – Management Advisory Services | $ 150.00 |
| Audit Manager – Advisory & Supervision | $ 125.00 |
| Professional Senior Staff | $ 95.00 |
| Professional Staff – Level II | $ 85.00 |
| Professional Staff – Level I | $ 75.00 |
| Support Staff | $ 50.00 |
| Out of Pocket Costs | At Cost |

We would be pleased to meet personally with members of the Town's Council to further discuss and refine the scope of the services to meet the Town's immediate needs.

Thank you for this opportunity to present a proposal to assist the Town. We have many years of experience in serving the Town and look forward to the opportunity to work with you again.

Respectfully,

Lisa B. Lumbard

Lisa B. Lumbard, CPA, CGFM
For the Firm

# AGENDA

**SPECIAL SESSION**
**MAYOR and COMMON COUNCIL**
**Of the**
**TOWN OF CAMP VERDE**
**COUNCIL CHAMBERS**
**473 S. Main Street #106**
**WEDNESDAY, APRIL 14, 2010**
**5:15 P.M.**

1. **Call to Order**

2. **Roll Call**

3. **Discussion, consideration, and possible direction to staff relative to staffing the Finance Department. Discussion may include, but not be limited to reclassifying Senior Accountant Lisa Elliott to Finance Manager, and/or consideration of the organization of the Finance Department to include retaining consultants, outsourcing, hiring a Certified Public Accountant as a Finance Director, etc. Discussion and consideration may also include approval of a new job description and pay classification to create the Finance Manager position. An increase in salary in this fiscal year is unbudgeted and will come from the Contingency Fund.** 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.

4. **Adjournment**

Posted by: U Jones Date/Time: 4-8-2010 9:45 a.m

*Note: Pursuant to A.R.S. §38-431.03.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.

**TOWN OF CAMP VERDE**
**Agenda Action Form**

**Meeting Date:** April 14, 2010 **Meeting Type:** Special Session

☐ **Consent Agenda** ☒ **Regular Business**

**Reference Document:**

**Agenda Title:**

Discussion, consideration, and possible direction to staff relative to staffing the Finance Department to include possibly reclassifying Senior Accountant Lisa Elliott

**Purpose and Background Information:**

Mike Scannell, before he left the Town's employment, asked the Human Resources Department to consideration reclassifying Lisa Elliott's job classification. This request was made due to the additional duties and responsibilities she will incur because of the Finance Director vacancy.

Human Resources contacted Liz Talamonti of Public Sector Consultants for an independent review. 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 may 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. The reclassification/promotion (per town personnel policy 3-9-3B) would equate to a 10% pay increase for Lisa Elliott or $5,101 a year increase.

The additional duties and responsibilities of the new position may include:

*Manages Finance Department operations.
*Establishes internal financial controls.
*Monitors budget and financial variables, revenue cycle and expenditure trends.
*Provides leadership, direction, and guidance in financial strategies and priorities.
*Assures the quality of the financial activities, services, and work product.
*Manages Banking & Investment activities.
*Directs development of Budget.
*Coordinates external financial reporting & preparation of financial statements.
*Assures financial activities are in compliance with all laws, policies, and regulations.
*Manages the activities of the Department staff.

**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

01 13 Finance Department

| Description | Month to date | Year to date | Ytd encumbrnce | Fiscal year thru period ending 02/28/2010 Annual budget | Annual var | % used |
|---|---|---|---|---|---|---|
| 6000 SALARIES | 6,356.93 | 54,568.45 | .00 | 114,554.00 | 59,985.55 | 47.6% |
| 6001 OVERTIME | .00 | .00 | .00 | 250.00 | 250.00 | .0% |
| 6010 FICA | 393.29 | 3,376.53 | .00 | 7,118.00 | 3,741.47 | 47.4% |
| 6011 MEDICARE | 91.96 | 789.63 | .00 | 1,665.00 | 875.37 | 47.4% |
| 6012 RETIREMENT | 597.54 | 5,069.61 | .00 | 10,792.00 | 5,722.39 | 47.0% |
| 6013 UNEMPLOYMENT INSURANCE | .00 | .00 | .00 | 151.00 | 151.00 | .0% |
| 6014 WORKMAN'S COMPENSATION | .00 | 93.00 | .00 | 251.00 | 158.00 | 37.1% |
| 6020 HEALTH, DENTAL, LIFE & STD INS | 888.76 | 7,219.86 | .00 | 13,133.00 | 5,913.14 | 55.0% |
| 7010 TRAINING | (85.00) | 320.00 | .00 | 3,000.00 | 2,680.00 | 10.7% |
| 7015 TRAVEL | 109.02 | 389.20 | .00 | 500.00 | 110.80 | 77.8% |
| 7030 OFFICE SUPPLIES | .00 | 764.74 | .00 | 2,000.00 | 1,235.26 | 38.2% |
| 7035 SUBSCRIPTIONS/MEMBERSHIPS | .00 | 620.00 | .00 | 200.00 | (420.00) | 310.0% |
| 7036 BOOKS/TAPES/PUBLICATIONS | .00 | .00 | .00 | 100.00 | 100.00 | .0% |
| 7037 PRINTING | .00 | 970.71 | .00 | 1,500.00 | 529.29 | 64.7% |
| 7038 ADVERTISING | .00 | 574.25 | .00 | 3,000.00 | 2,425.75 | 19.1% |
| 7039 POSTAGE | .00 | 23.65 | .00 | 963.00 | 939.35 | 2.5% |
| 7040 COMPUTER SERVICES/SOFTWARE | .00 | 2,183.75 | .00 | 2,184.00 | .25 | 100.0% |
| 7060 ELECTRIC | 31.44 | 360.58 | .00 | 600.00 | 239.42 | 60.1% |
| 7061 GAS/PROPANE | 24.45 | 89.36 | .00 | 75.00 | (14.36) | 119.2% |
| 7062 WATER | 22.05 | 139.60 | .00 | 100.00 | (39.60) | 139.6% |
| 7063 SEWER | 7.35 | 51.45 | .00 | 100.00 | 48.55 | 51.5% |
| 7064 WASTE REMOVAL | 4.00 | 32.00 | .00 | 50.00 | 18.00 | 64.0% |
| 7065 TELEPHONE | 65.36 | 252.16 | .00 | 500.00 | 247.84 | 50.4% |
| 7067 PEST CONTROL | .68 | 5.44 | .00 | 15.00 | 9.56 | 36.3% |
| 7100 CONSULTING SERVICES | 68.50 | 62,546.12 | .00 | 70,000.00 | 7,453.88 | 89.4% |
| 7110 LEGAL SERVICES | .00 | 1,278.50 | .00 | 1,500.00 | 221.50 | 85.2% |
| 7120 CONTRACT LABOR/SERVICES | .00 | 29,850.00 | .00 | 32,015.00 | 2,165.00 | 93.2% |
| 8010 COMPUTER EQUIPMENT | .00 | .00 | .00 | 100.00 | 100.00 | .0% |
| 8020 EQUIPMENT LEASE | 145.24 | 1,196.93 | .00 | 1,800.00 | 603.07 | 66.5% |
| Total EXPENDITURE | 8,721.57 | 172,765.52 | .00 | 268,216.00 | 95,450.48 | 64.4% |

**Job Description**

**Exempt (R63)**

DRAFT

## FINANCE MANAGER

| Department: | **Finance** | Revised Date: | **March 2010** |
|---|---|---|---|

**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.

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.

**Job Description**

## FINANCE DIRECTOR

| Department: | **Finance** | Revised Date: | **August 2008** |
|---|---|---|---|

**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.

## 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** |
|---|---|---|---|

**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.

**Job Description**

# ACCOUNTANT

| Department: | **Finance** | Revised Date: | **August 2008** |
|---|---|---|---|

**GENERAL PURPOSE:** Under general supervision, processes and analyzes accounts payable and receivable, budget, revenue and other technical accounting transactions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts; administers budget and tracks expenditures.

**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.*

- 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.
- Monitors accounting documents and procedures for accuracy, completeness, and compliance with Federal, state, and City policies and practices.
- Manages the preparation and filing of financial reports; analyzes expenditures and develops revenue projections; coordinates external financial reporting and work with external auditors.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank deposits, reconciliations, and capital assets; reviews and validates data.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; verifies and enters payments, receipts, and other data into the computer tracking systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Coordinates and oversees payroll activities and employee time reporting.
- Responds to requests for information; provides technical information within scope of authority; 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:

None.

## MINIMUM QUALIFICATIONS:

### Education and Experience:

Associate's degree in Accounting or Business Administration; AND two year's government accounting and budgeting experience; 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.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

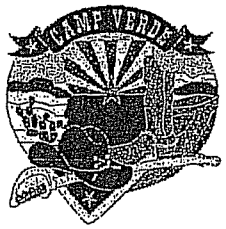
### Required Skill in:

- 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.
- Communicating clearly and concisely, both verbally and in writing.

### Physical Demands / Work Environment:

- Work is performed in a standard office environment.

**Job Description**



## FINANCE CLERK

| Department: | **Finance** | Revised Date: | **September 2008** |
|---|---|---|---|

**GENERAL PURPOSE:** Under general supervision, performs a variety of accounting and clerical tasks; records and processes accounts payable and receivable, budget, revenue, payroll, and other technical accounting transactions; work in compliance with established 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.*

- Receive and process invoices and payroll; prepare and maintain accounting records and related reports; assist in Town budget preparation and development; tracks expenditures, and monitors budget and financial variables, revenue cycle and expenditure trends.
- Verifies the accuracy of financial records; assist with resolving accounting and budget issues; understand financial policies and rules.
- Evaluate accounting documents and procedures for accuracy, completeness, and compliance with Federal, state, and Town policies and practices.
- Assist with the preparation and filing of financial reports; coordinates external financial reporting and work with external auditors.
- Performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank deposits, reconciliations, and capital assets; reviews and validates data.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; verifies and enters payments, receipts, and other data into the computer tracking systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Coordinates payroll activities and employee time reporting.
- Responds to requests for information; provides technical information within scope of authority; refers matters requiring policy interpretation to department head 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:**

None.

**Job Description**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school diploma or GED equivalent; AND two year's accounting and budgeting experience; OR an equivalent combination of education and experience. An Associates degree in Accounting is preferred.

**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.
- Applicable state and Federal rules, codes and regulations.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

**Required Skill in:**

- 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.
- 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.
- Communicating clearly and concisely, both verbally and in writing.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## 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
## 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/Interpretor | 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
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# 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 Inspector | 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/Receptionis | Administrative Assistant | | | | |
| Receptionist | Receptionist | 32 | $23,031 | $29,038 | $35,044 |
| Clerical | deleted class | | | | |
| **Contract Position for Informational Purposes Only** | | | | | |
| * Magistrate | Magistrate | cont | | | |

*Salary Survey Benchmark
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## 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 |
| * | Dispatcher/Evidence Clerk | 43 | $30,219 | $38,100 | $45,981 |
| Records Supervisor | Records Specialist | 43 | $30,219 | $38,100 | $45,981 |
| * Senior Equipment Operator | Equipment Operator, Senior | 43 | $30,219 | $38,100 | $45,981 |
| * | Permit Technician | 42 | $29,481 | $37,170 | $44,860 |
| * Administrative Assistant | 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 |

*Salary Survey Benchmark