



Title: Consider Position Classification Modification and Authorize Position Adjustment
Report From: Alisha Ely, City Clerk | HR Specialist

Action Requested:	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Public Hearing
Form of Action:	<input type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Contract/Agreement
	<input type="checkbox"/> Other	<input type="checkbox"/> NA	

Summary Statement

Staff conducted a review of position classifications and identified updates necessary to maintain compliance with established classification and compensation standards. The recommended actions address these items in a limited manner to support internal consistency and reduce potential compliance risk.

Recommended Action

1. Approve the reclassification of the Assistant Building Official position to support current responsibilities and established compensation criteria.
2. Approve the transition from Finance Assistant to Assistant Finance Director (271 points) and authorize the reassignment of existing staff into the role; no new positions or staffing increases are proposed.
3. [Click or tap here to enter text.](#)

Core Strategies

- | | |
|---|---|
| <input type="checkbox"/> Comprehensive Services to meet needs | <input type="checkbox"/> Engage and Informed Community |
| <input type="checkbox"/> Maintain financial sustainability | <input checked="" type="checkbox"/> High-Performing team of public servants |
| <input type="checkbox"/> Conscientious asset/infrastructure mgmt. | <input type="checkbox"/> Safe and healthy community |
| <input type="checkbox"/> Sustainable and planned growth | <input type="checkbox"/> Maintain and protect community strengths |
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Background

As part of an internal review of position classifications and organizational structure to remain in compliance with pay equity, staff identified areas where current role classifications no longer fully support assigned responsibilities and established compensation framework. These can create internal equity concerns and potential compliance risks if left unaddressed.

The recommended actions are intended to ensure that position classifications accurately reflect the scope of work being performed and are consistent with internal standards and comparable roles. These adjustments do not involve the addition of new staff and are focused on maintaining organizational consistency, fiscal responsibility, and good governance practices.

Staff recommend approval of the reclassification of the Assistant Building Official position and the approval of the transition from Finance Assistant to Assistant Finance Director position.

Financial Consideration

Is there a financial consideration?

☐ No

☒ Yes

Financing Source:

☒ Budgeted

☐ Budget Modification

☐ New revenue source

☐ Use of revenues

☐ Other

Attachments:

☐ Assistant Finance Director Job Description

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Position / Title	Assistant Finance Director
Department	Finance
Immediate Supervisor	Finance Director
Classification	Full-Time Exempt
State Job Match	271

Primary Objective

Under the general supervision of the Finance Director, this position is primarily responsible for assisting the Finance Director in planning and directing all City financial functions including: technical accounting work such as processing claims, accounts payable, disbursements, billings, accounts receivable, receipts, and payroll. This person is responsible for keeping detail accurate records. The Assistant Finance Director assists the Finance Director in preparing financial statements, budget reports, project reports and other related duties. The position completes and forwards various reports to the City and State of Minnesota and is responsible for the daily deposit of funds from the City's general activities.

Essential Functions

- A. Assist the Finance Director in the following:
 - 1. Maintaining and improving the City's accounting system in accordance with the City's needs and Generally Accepted Accounting Principles and State Auditor Guidelines.
 - 2. Preparing the annual budget.
 - 3. Maintain a system of financial control and debt management to protect the financial condition of the City and its various operations.
- B. Oversees and maintains accounts payable to provide prompt processing of claims with accurate payment coded to the appropriate account number.
 - 1. Promptly prepares invoice approval requests with supporting documentation for each claim.
 - 2. Identifies recurring claims (i.e. bond payments) and maintains a system that will ensure timely payment when an invoice is not received.
 - 3. Verifies accuracy of invoice approval requests including:
 - a. Verifying vendor names and payment descriptions on invoice approval requests.
 - b. Verifying computations on invoice for correctness.
 - c. Comparing invoice quantities and amounts with receipt of goods forms and purchase orders as needed.
 - 4. Prepares a claims list of properly approved invoice approval requests for Council approval. Completed invoice approval requests must be approved by the City Finance Director and appropriate department head, if applicable, before a claim is presented to the Council.
 - 5. Prepares a paper check or electronic check for each properly approved claim. Some claims are paid in advance of Council approval; these claims must be preauthorized by the City Administrator or City Finance Director.
 - 6. Reviews vendor statements that have past due balances of 60 days or more.

7. Dispenses checks.
- C. Oversees and maintains general City accounts receivables to provide prompt processing of billings with accurate receipts coded to the appropriate account number.
1. Monthly prepares bills with supporting documentation, if necessary.
 2. Dispenses bills.
 3. Promptly prepares deposit slips for all general City receipts and deposits on a daily basis.
 4. Processes cash receipts by entering them into the appropriate account and reviewing those entered by others for proper coding.
 5. Reconciles City Hall credit card statements with credit card receipts.
 6. Follows up on overpayments and processes refunds through the claim procedures.
- D. Oversees and/or completes the City's payroll functions.
1. Processes properly approved employee time sheets.
 2. Prepares and dispenses payroll checks.
 3. Accurately maintains employee vacation, sick, compensatory and other leave accruals.
 4. Accurately maintains employee benefits for health insurance, dental insurance, life insurance, retirement contributions and others.
 5. Prepare and submit all related period payroll reports with applicable taxes &/or withholdings by required due dates.
 6. Prepare and submit all quarterly payroll reports by required due dates.
 7. Prepare and submit all annual payroll reports including W-2's by required due dates.
- E. Promptly and accurately reports the City's current financial position and results of activities.
1. Processes monthly Liquor Store activity including credit card statements.
 2. Processes monthly Motor Vehicle activity including credit card statements.
 3. Processes monthly Splash-pad activity including credit card statements.
 4. Promptly prepares monthly bank reconciliations.
 5. Prepares journal entries (recurring, year-end, reclassifying, and adjusting) and inputs them into the computer after approval by the Finance Director.
 6. Prepared monthly investment reconciliation, activity, and related income reports.
 7. Assist in the maintenance of the City's fixed asset system.
 8. Prepares and distributes the following reports:
 - a. Monthly and year-end financial reports.
 - b. Monthly Delano Municipal Liquors Profit and Loss Statement.
 - c. Any other miscellaneous financial reports as needed.
- F. Performs other duties as assigned.
1. Assists in preparation of the City's budget, related adjustments, and all supporting documentation.
 2. Assists in the preparation of the City's annual financial statements and all supporting documents.
 3. Assists the Administrative Assistant or City Clerk, including receptionist duties (front desk, phones, mail, typing, permit applications, etc.) or other work as needed.
 4. Assists the Finance Director with accounting/finance related projects.
 5. Prepares and timely files the monthly sales tax report.
 6. Assists other departments with special financial and/or budget reports.

7. Apply knowledge and experience to improve the accounts payable, accounts receivable, payroll and monthly reporting processes and make the processes more efficient and less time consuming while maintaining or improving internal controls over the processes.
8. Assist in the design and implementation of processes and procedures within the City that affect the Finance Department.

Required Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Ability to effectively interact with supervisor, employees, City Council, and customers.
3. Ability to plan, coordinate, direct, and review related work activities and work independently.
4. Ability to meet deadlines.
5. Knowledge of standard accounting principles, practices and procedures including reporting and record keeping requirements related to accounts payable or accounts receivable.
6. Knowledge of spreadsheets, word processing and database software and ability to use on a daily basis.
7. Considerable ability to enter data with speed and accuracy and to operate normal office equipment including a personal computer with financial software.
8. Considerable ability to recognize, trace, and correct errors.
9. Considerable public and customer service skills.
10. Knowledge of math skills and ability to work with money.
11. Considerable skills in accurate data entry and 10 key adding machine.
12. Considerable knowledge of State and Federal requirements for payroll procedures.
13. Ability to handle customer complaints and concerns.
14. Considerable ability to hear and speak when conversing in person or by phone.
15. Considerable ability to see and read computer screens and documents.
16. Working ability to provide direction to staff and coordinate schedules.
17. Working ability to regularly bend, to pull and push file drawers, and to sit for long periods when filing and retrieving documents, and operating office equipment.
18. Considerable ability to check documents for accuracy and completeness and maintain orderly and accessible records.

Minimum Qualifications

1. Bachelor's degree in accounting, business administration, finance, or public administration with an emphasis in accounting and/or public finance.
2. Five years of experience in government and accounting operations.
3. Two years of experience in a customer service environment.
4. Personal computer experience, including Microsoft Office applications.

Desired Qualifications

1. Master's degree in accounting, finance, mathematics, or related field.
2. Ten years of experience in municipal operations.
3. Advanced personal computer experience including BS&A software.