



MEMORANDUM

LAUREL LUNT PRUSSING, MAYOR

384-2456

July 8, 2015

TO: Council Members

FROM: Laurel Lunt Prussing, Mayor

RE: Appointments of City Accountant and Accounting Supervisor

With this memo, I am recommending the appointment of Sophie Pham to the position of City Accountant, and Kris Francisco to the position of Accounting Supervisor in the Finance Department.

These appointments will be on the agenda for the July 13, 2015 City Council Meeting.

The attached resumes outline the candidates' relevant qualifications.

Based upon these qualifications, I am pleased to submit the candidates for your confirmation. Upon your approval, the appointments will be effective on or around July 14, 2015.

KRISTINE L. FRANCISCO
403 EAST CHURCH ST, ROYAL, ILLINOIS 61871
(217) 840-2531

OBJECTIVE

To obtain a position that will use my experience and educational background, while also allowing the opportunity for personal growth.

EXPERIENCE

City Of Urbana, 400 South Vine Street, Urbana, Illinois 61801

Administrative Assistant II June 2012-Present

Maintain Firehouse records and software; Prepare, maintain, and ensure accuracy of department payroll records; Prepare and maintain department purchase orders; Complete department bids according to City policy; Reconcile accounts payable/receivable reports; Prepare and maintain spreadsheet of expenditures; Assist in preparation of department operating budget; Prepare budget amendments; Research and submit financial records pertaining to grant applications; Prepare and reconcile MABAS reimbursement requests; Assist with annual audit; Maintain and process daily property inspection reports; Administer annual Fire Prevention Permit billing program; Implement procedure manual for Administrative Assistant II position; Research and process Freedom of Information Act requests; Maintain records disposal compliance with State of Illinois; Maintain HFLS database; Prepare departmental correspondence; Prepare and review travel reconciliations; Provide statistical analysis and research at labor negotiations; Serve as web page and social media administrator.

Account Clerk II September 1994 – June 2012

Process bi-weekly payroll and quarterly reports; Ensure accuracy of payroll for four salary and benefit plans; Assist with W-2 and 1099 preparation; Prepare and maintain audit work papers; Assist with annual audit; Receive and process accounts payables, accounts receivables, food/beverage taxes, hotel/motel taxes, recycling taxes, damage to City property, rental registration, and landscape recycling payments; Refer delinquent accounts for collection; Reconcile monthly bank statements, health, life, dental, and COBRA insurance reports, and local tax reports to the general ledger; Reconcile computerized accounts receivable system; Update and implement procedure manuals; Review travel reconciliations; Complete City-wide purchasing bids according to City policy; Research real estate information; Create correspondence to taxpayers. Create and design invoices. Serve as web page administrator. Research and process Freedom of Information Act requests;

H/R Realty, 100 Trade Center Drive, Champaign, Illinois 61821

Administrative Assistant January 1994 - September 1994

Receive and process rent revenues; Process rent contracts; Perform office related duties; Maintain office supplies; Code and track accounts payables.

Ranken Steel, Inc., 4003 Kearns Drive, Champaign, Illinois 61821

Accounts Payable/Office Coordinator July 1993 - January 1994

Perform payroll procedures; Track accounts payables; Complete monthly Union benefit reports; Reconcile bank statements; Formulate labor usage reports for state and government funded projects; Create and maintain employee files; Coordinate distribution of insurance certificates for new and existing jobs; Requisition supplies.

EDUCATION

University of Illinois at Urbana-Champaign, Illinois

Degree: Bachelor of Science, January 1993

Major: Business Administration

Parkland College of Champaign, Illinois

Degree: Associate of Applied Science, May 1990

Major: Accounting

SKILLS

Microsoft Word; Microsoft Excel; Microsoft Access; Microsoft Outlook; AS/400; Firehouse Software; 10-Key Pad Data Entry; Postage Machine; Folder/Sealer/Insertor Machine.



CITY OF URBANA
Human Resources Division

ACCOUNTING SUPERVISOR

JOB DESCRIPTION

Division: Financial Services
Department: Finance
Reports To: Finance Director
FLSA Status: This position is exempt from the Fair Labor Standards Act and therefore is not eligible for overtime.
Job Type: This position is not represented by a union; it is an appointed, at-will position that serves at the pleasure of the Mayor

JOB SUMMARY

Under the general direction of the Finance Director, the Accounting Supervisor is responsible for the day-to-day administration of the City's and accounting functions in the Financial Services Division, inclusive of accounts payable and receivable, payroll, and related work.

Responsibilities include supervising the following accounting systems: collection and processing of all tax and accounts receivable, receipt and depositing of revenues, City payroll, and the City's purchase order system. As a manager, the incumbent will effectively mentor and supervise Financial Services staff, and design and develop various manual and computerized accounting systems. The Accounting Supervisor will incorporate best practices already in place within the organization and provide the thoughtful leadership necessary to adapt new best practices, including staffing, performance management and skill development.

The work involves duties of a highly technical nature requiring a substantial amount of past experience and a thorough knowledge of governmental principles as well as City and departmental policies and procedures. Defining characteristics of this position include possession of advanced knowledge of accounts payable, accounts receivable, and payroll; and the ability to exercise independent professional judgment in establishing efficient and effective accounting operations consistent with City policy and general and governmental accounting principles and practices.

ESSENTIAL FUNCTIONS

- Designs and maintains manual and computer accounting and reporting systems for the City and various other agencies.
- Supervises City's biweekly payroll system and the City's Payroll Clerk to include making changes in employee master records, entering payroll timesheet data, proofreading payroll trial reports, ensuring sufficient funds are available at bank, and preparing W-2 forms for the multiple jurisdictions and filing various reports with regulatory agencies.
- Supervises the processing, recording, and depositing of certain City revenues, such as utility, sales and property taxes, federal entitlements, operating revenue, income tax, state allotments, interest income, and hotel/motel tax.
- Supervises the billing of various amounts to outside parties, designs follow-up collections systems, and coordinates the collection follow-up procedures between various departments of the City.

Accounting Supervisor

City of Urbana

- Provides guidance and assistance to other departments on related matters.
- Supervises the City purchase payment system to include processing of purchase orders, proper account classification, and disbursement of payment.
- Reconciles or supervises the reconciliation of bank statements.
- Solicits bids for investments.
- Provides support for preparation of various interim financial reports, including cash disbursements and payroll reports, and other reports to the governing board.
- Performs audit procedures of business records for testing and compliance with local taxes.
- Designs certain internal audit procedures to verify proper collection and reporting by local taxpayers.
- Organizes, assigns, and reviews work of subordinate staff; evaluates, trains, and provides technical assistance; coordinates accounting work with data processing systems. Coordinates resources, determines priorities and trains and develops Accounting staff.
- Supervises and coordinates the collection of recycling taxes, rental registration, and other revenues.
- Prepares audit schedules as required, related to areas of responsibility. Provides access to records, and meets with auditors to discuss same.
- Prepares and recommends annual budget for Finance Department's accounting programs.
- Prepares and updates various City policy statements concerning accounting control and payroll procedures and policies.
- May assist with preparation of annual budget. Supervises and coordinates the collection of information for the Urbana-Champaign Sanitary District, Illinois American Water Company, and Champaign County for calculation of the annual Sewer Benefit Tax.
- Supervises preparation of 1099 forms, 1095 forms, and W-2 forms for City and other jurisdictions.
- Supervises preparation of bid specifications and purchases for various City office supplies.
- Prepares and authorizes non-routine adjustments to Sewer Benefit Tax accounts.
- Performs other duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge, skills, and abilities acquired through completion of a bachelor's degree in Accountancy, Finance or related business management curriculum; an advanced degree in business, finance or public administration is preferred.
- A minimum of six (6) years of progressive professional experience (preferably in the public sector) managing areas of accounting, accounts receivable, , maintenance of accounting systems and monitoring of records, as well as experience with spreadsheets, databases, and word processing software. Some supervisory experience is preferred. A comparable amount of training and/or experience may be substituted for the minimum qualifications.
- Knowledge of accounts payable, accounts receivable, and payroll.
- Good decision-making and independent problem-solving skills.
- Knowledge of governmental accounting, bookkeeping, internal control, and budget procedures.
- Knowledge of office and clerical procedures suitable to computerized accounting functions.
- Experience planning, designing, and managing multiple projects and assignments simultaneously.
- Experience providing excellent customer service and establishing and maintaining effective working relationships with multiple stakeholders.

**Accounting Supervisor
City of Urbana**

SKILLS

- High level of proficiency in MS office software, mainly Excel; experience with government financial systems preferred.
- Effective time management and problem-solving skills.
- Effective written and oral communications skills.
- Excellent organizational and documentation skills.
- Must be able to assess compliance with rules and regulations set by local government bodies.
- Exceptional project management skills with financial systems and data management.

ABILITY TO:

- Supervise the operation of various office machines.
- Operate data processing equipment.
- Effectively supervise and mentor Accounting Division staff.
- Perform basic and quasi-complex computer system maintenance and design and implement computerized accounting systems.
- Communicate well, both verbally and written, including the ability to make effective and clearly-stated written reports with technical accounting information and the ability to make oral presentations with clarity and logic.
- Deal professionally, courteously, and efficiently with others and to remain calm under stressful situations.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Valid Illinois driver's license within fifteen working days of the first date of employment.

CORE COMPETENCIES AND CHARACTERISTICS

You must:

- Hold yourself and your subordinates accountable for producing timely, high quality work product;
- Use analysis to solve difficult problems with effective solutions, and identify problems that may not be initially obvious;
- Consistently act with honor and character, and engage employees in a manner that models behaviors, while sustaining their trust and respect;
- Work quickly and effectively in a fast-paced environment with discretion, tact, and a team approach to meeting challenges and delivering excellent customer service; and
- Establish and maintain effective working relationships with administrators, co-workers and various internal and external customers.

RESPONSIBLE FOR:

- Accuracy in cash receipts, payroll, and account payable. Direct supervision of Accounting Division staff.
- Maintaining accurate, up-to-date accounting systems for City and various other agencies.
- Maintenance of documentation of financial activities for internal and external audits.
- Processing of payroll and purchase order systems.

CONTACTS: INTERNAL/EXTERNAL

Accounting Supervisor

City of Urbana

- Daily contact with department heads regarding various accounting and billing matters.
- Weekly contact with various other agencies to administer their accounting systems.
- Weekly contact with representatives of the banking industry regarding the establishment and maintenance of accounts.
- Regular contact with the public, various vendors, and yard waste site users to exchange information regarding payments received, purchase orders outstanding, and collections.
- Biweekly contact with all departmental payroll clerks as Supervisor of the City's payroll system.

WORK ENVIRONMENT

- Standard office setting.
- Limited physical exertion. Involves mental concentration on detail-oriented work, including analyzing, interpreting, and reporting on complex information, over long periods of time.

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

SPECIAL EFFORT REQUIRED:

- Attention to detail and accuracy.
- Must be bondable.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Updated 6/2/2015

SOPHIE PHAM

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PROFESSIONAL EXPERIENCE

Jan 2015 – present	City of Urbana <i>Financial Analyst, Finance Department</i> <ul style="list-style-type: none">• Prepare personnel budget for the City and perform scenario analysis for decision making purpose• Gather data and develop financial projections for some of the City's major revenues such as stormwater and sewer fees and parking revenues• Apply cost accounting methods to calculate admin fees• Assist Finance Director with preparation of budget documents• Review financial processes and make suggestions to improve efficiency and effectiveness• Assist staff in other departments in resolving financial and budget issues• Process various City revenue receipts for deposit such as recycling tax, food and beverage tax, rental registration fees, hotel/motel and local motor fuel tax; verify calculations of these receipts; enter revenue receipts into financial system• Reconcile all bank accounts on a monthly basis, research reconciling items and make appropriate corrections• Reconcile draw down requests and record grant receipts	Urbana, Illinois, US
May 2014 – Dec 2014	City of Urbana <i>Accounting Clerk (temporary), Finance Department</i> <ul style="list-style-type: none">• Processed various City revenue receipts for deposit such as recycling tax, food and beverage tax, rental registration fees, hotel/motel and local motor fuel tax; verified calculations of these receipts; entered revenue receipts into financial system; reconciled revenue receipts to general ledger• Reconciled all bank accounts on a monthly basis, researched reconciling items and made appropriate corrections• Prepared and recorded journal entries and maintained the general ledger• Constructed and maintained capital assets schedule and calculated depreciation expense• Prepared and maintained schedule of investments• Reconciled CDBG expenditures and ensured timely recognition of CDBG grants• Actively participated in the year-end audit, prepared journal entries to accrue revenues/receivables as well as expenses/payables, prepared budget reconciliation, assisted the auditors in locating data and answered questions	Urbana, Illinois, US
Aug 2011- May 2012	Ernst & Young Vietnam (EY) <i>Audit Associate, Financial Services Office</i> <ul style="list-style-type: none">• Worked effectively in the core audit team at Bao Viet Life – the biggest life insurance company in Vietnam to ensure timely delivery of audited financial statements in Quarter 3/2011 and Year end 2011. I successfully fulfilled my main tasks involving executing walkthrough, test of controls and substantive tests for cash and fixed assets cycles• Actively applied knowledge in accounting principles and executed audit procedures including observation, inspection, inquiry, confirmation, analytical review, reconciliation and cut-off tests• Performed loan review both on-site and off-site for various Vietnamese banks• Collaborated and coached EY Laos staff to perform loan review and test of details for audit engagements in Laos	Hanoi, Vietnam
Dec 2010 - Mar 2011	Ernst & Young Vietnam <i>Audit Intern, Financial Services Office</i>	Hanoi, Vietnam

EDUCATION

Oct 2012 – Jul 2013	London School of Economics and Political Science (LSE) <i>MSc in Accounting and Finance</i> (specialized in Accounting and Financial Management) Classification: Distinction (top 3 of the program)	London, United Kingdom
Aug 2007 - Jun 2011	National Economics University (NEU) <i>BSc in Accounting</i> GPA: 9.03/10.00 (top 1%) Classification: High Distinction (top 1%)	Hanoi, Vietnam

ACHIEVEMENTS

- Jul 2013 • Joint winner of the Emeritus professors' prize for outstanding examination performance at LSE
- Aug 2011 • Certificates of Merit for excellent academic performance by Hai Phong city and NEU
- Jun 2011 • Completion of 9 exams of Certified Accounting Technician (CAT) provided by ACCA
- Apr 2010 • Joint winner of Ernst & Young job hunting competition

SOCIAL ACTIVITIES

- Feb 2014 - May 2014 • Proofreader for accounting courses at Professional Education, Testing and Certification International Fund (PEOI) – a non-profit organization dedicated to provide university level courses online free of charge to disadvantaged students
- Oct 2012 - Jun 2013 • Member of LSE Vietnam Society, receptionist in LSE Show 2012
- Sep 2011 - May 2012 • Organizer in cheerleading activities for the Big 4 Vietnam Football cup
- Receptionist at Ernst & Young Entrepreneur of The Year in Vietnam, welcomed important guests including Mr. Jim Turley – former CEO of EY, and delivered professional image of the company
- Jul 2009 - Aug 2009 • Volunteer at Nguyen Viet Xuan school for orphans: coordinated with volunteering English natives in teaching English for orphans
- Oct 2007 - Jun 2009 • Senior Content Administrator at ACC forum - a 10,000-member comic social network and team leader of 50 volunteering comics translators

SKILLS AND INTERESTS

- IT skills**
 - Proficient in Microsoft Office (Word, Excel, Groove, PowerPoint, Visio, Outlook)
 - Familiar with IBM Lotus Notes
- Language skills**
 - Native in Vietnamese
 - Fluent in English
- Interests**
 - Travelling, playing the piano, reading Japanese comics

REFERENCES

Available upon request



CITY ACCOUNTANT

JOB DESCRIPTION

Department: Finance	Division: Administration
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Regular, Appointed	FLSA Status: Exempt
Reports To: Finance Director	Union: Non-Bargaining Unit

JOB SUMMARY

Under the direction of the Finance Director, the City Accountant is responsible for day-to-day accounting activities for the city. Works on accounting, budget preparation and analysis, financial reporting, coordination of the audit, and financial forecasting, researches policy options and practices, and other financial management tasks. The City Accountant is expected to work with a high degree of independence in performing financial work for the City, and will draw conclusions for the consideration of executive staff on analyses that he or she has undertaken.

The work involves duties of a highly technical nature and in a highly specialized field requiring a substantial amount of past experience and a thorough knowledge of accounting, as well as City and departmental procedures and policies. Defining characteristics of this position include advanced knowledge of accounting, particularly in a government setting, and the ability to exercise independent professional judgment in performing accounting tasks consistent with City policy and governmental accounting principles and practices.

The employee must be able to apply methods and techniques acquired through education and experience to problems that are unique or new to the employee. The Finance Director provides supervision to the City Accountant through general direction and review of work products. More specific direction and closer review of work is provided on complex matters. The employee prepares written reports to the City Council.

DISTINGUISHING FEATURES OF THE CLASS

Positions at this level characteristically include the independent performance of accounting and financial analysis and duties of considerable difficulty. Assignments include responsibility for applying a thorough knowledge of accounting and finance and require a strong background in accounting and performing financial analysis and evaluation duties of considerable difficulty, and in recognizing, defining, and developing tentative conclusions and initial recommendations with respect to problems or questions of a new or unprecedented nature.

ESSENTIAL FUNCTIONS

- Solicits bids, recommends investment decisions, and accounts for centralized interest and investment subsidiary ledger.
- Supervises the preparation of all documents and reports for the annual external audit and works with auditors to assist in completion of annual audit in a timely and efficient manner.
- Supervises the preparation of City budget documents to include analyzing information, designing document layout, assembling and proofreading.
- Assists in the preparation of the Comprehensive Annual Financial Report (CAFR).
- Interacts with external auditors and participates in auditing projects; provide information and access to accounting records; develop and provide responses to audit recommendations.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements and statutes affecting financial operations. Knowledge of the preparation of a Comprehensive Annual Financial Report (CAFR).
- Assists the Finance Director in the administration of the Section 125 Plan.
- Provides direction to other Finance staff in implementing procedures and process consistent with GAAP.
- Reviews journal entries prepared by other staff.
- Prepares financial reports for City staff and the City Council, including regular financial reports for the City Council containing analysis of the financial position of City funds, revenue estimates, and investment information.
- Gathers data and develops financial projections on the City's major revenues for use in the annual budget and monthly reports, and conducts data gathering and analysis on issues as they arise.
- Prepares City Council reports and presentations on financial issues.
- Performs reconciliations and draws down funds for state and federal grants.
- Analyzes and reconciles complex financial transactions.
- Reviews bank reconciliations and journal entries prepared by Accounting Supervisor.
- Maintains fixed asset inventory.
- Reviews development agreements and calculates related payments for review by Finance Director.
- Prepares long-term forecast to assess financial condition of various funds (e.g., TIFs) and assists Finance Director with development of financial forecast for the General Operating Fund.
- Develops policies and procedures related to management of the City's finances (e.g., purchasing, budget administration, fixed assets).

- Takes a leadership role to coordinate special projects, such as selection of financial software.
- Reviews financial processes and makes suggestions to improve the efficiency and effectiveness of those processes.
- Evaluates financial policies and procedures and makes recommendations, or develops new policies and procedures.
- Evaluates City programs and services to determine fiscal impact.
- Works with Finance Director to develop financial forecasts used to develop strategies for the City's budget process.
- Performs analysis requiring knowledge of government accounting, finance, and statistical methods.
- Assists department staff with budget development, including consulting and providing guidance on issues of concern.
- May represent the Finance Department on City special project teams, such as the Business and Development Working Group.
- Assists staff from other City departments in resolving financial and budget issues.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Some experience in government accounting, with additional accounting experience desired.
- A bachelor's degree in Accounting, and a graduate degree in Accounting Finance or a related field; or any equivalent combination of experience and training.
- Experience in analytical procedures and methodology.
- Experience with auditing and/or working with auditors is preferred.
- Experience with financial application software is desired.

Ability To:

- Willingness to learn and perform a variety of assigned tasks.
- Communicate effectively both orally and in writing.
- Proficient in using data processing technology such as spreadsheet and database applications to process transactions, conducts analyses, and communicates the results of transactions and analyses.
- Plan and organize work assignments to meet deadlines.

- Use database, word processing, and presentation software (e.g. Microsoft Access, Word, and PowerPoint).
- Develop and maintain positive relationships with employees from other City departments and related entities, elected officials and the public.
- Perform most work independently in accordance with general instructions.
- Analyze facts and exercise sound judgment in developing conclusions and recommendations.
- Make decisions in accordance with applicable policies and laws.
- Meet strict deadlines

Skills

- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Strong communication skills orally and in writing.

Social Skills

- Coordination: Adjusting actions in relation to others' actions.
- Instructing: Teaching others how to do something.
- Negotiation: Bringing others together and trying to reconcile differences.
- Persuasion: Persuading others to change their minds or behavior.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Systems Skills

- Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.
- Designation as a licensed CPA or CPFO (certified professional finance officer) is highly desired, but not required.

IMPACT OF DECISIONS

- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization.

- Requires making decisions that impact the results of co-workers, clients and/or the organization.
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization.

LEVEL OF CHALLENGE

- Freedom to determine tasks, priorities, and goals.
- Requires being exact or highly accurate.
- Requires repetitive physical activities or mental activities.

CONTACTS: INTERNAL/EXTERNAL

This position will routinely have contact with Finance Department staff and other City department and division heads. Contact with entities external to the City will be limited and occasional based upon the needs of the department and may include vendors, visitors to the City, etc.

SUPPLEMENTAL INFORMATION

Supervision Received: The incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

Supervision Exercised: Supervision of other employees is not a responsibility of this class.

Working Environment:

Typically, normal office working conditions. The noise level in the work environment is typical of an office environment.

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

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

Safety/Security Sensitive?: Yes. Job offers are contingent upon satisfactory completion of:

1. Reference Checks
2. Criminal History Check.
3. Financial History Check

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: _____
Signature *Date*

Approved By: _____
Human Resources Manager *Date*

Approved By: _____
Department Head *Date*

Class Specification History

New class created:

For HR/Finance Use

Title Code	Pay Grade 42
EEO Category 2—Professional	