



City of Bristol
BRISTOL, CONNECTICUT 06010

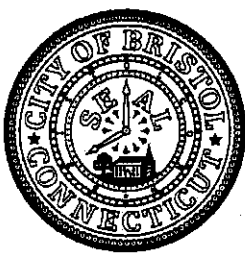
SPECIAL MEETING NOTICE

A Special meeting of the Salary Committee will be held on Tuesday, November 10, 2020, at 6:15 p.m. in the 1st Floor Meeting Room, City Hall.

AGENDA

1. Call to order.
2. To consider a request to upgrade and change the title of the Accounting Clerk in the Treasurer's Department effective November 24, 2020.
3. To adjourn.

Per order Mary B. Fortier, Chairperson
DATED this 6th day of November, 2020



**CITY OF BRISTOL
SALARY COMMITTEE AGENDA REQUEST FORM**

To: Salary Committee

From: Mayor Ellen Zoppo-Sas
(Requesting Department Head)

Date: 11/5/2020
(Submission Date)

For the 11/10/2020
(Date of Salary Committee Meeting)

ACTION REQUESTED: (ex. job creation/revision/elimination/upgrade/title change; change to Personnel Policies & Procedures; department reorganization; changes to salary schedules for seasonal and non-bargaining employees)

Upgrade, change in title and modifications to job description for Accounting Clerk-Treasurer's Office. Change job description to Treasury and Pension Coordinator.

BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:

This change is part of an overall restructure of the Comptroller/Treasurer offices to be presented at a later Salary Committee meeting. Due to the timing of a retirement the posting for this position is necessary immediately. The changes in the job description better define the treasury responsibilities and cash management that is currently being done and assigns all pension administration responsibilities of employee retiree benefits to this position. Currently this position handles calculations of police and fire retirement benefits and the change adds this responsibility for City retiree benefit calculations. Clerical assignment of Retirement Board meetings is also added.

(Relevant attachments such as a department overview, budget/salary worksheets, proposed job descriptions, bulleted lists etc., as may be informative, should accompany this request)

FINANCIAL IMPACT (actual or estimated \$, or none: \$ 2,291)

EFFECTIVE DATE OF ACTION: November 24, 2020

Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1st Floor Meeting Room.

City of Bristol, CT

Job Description

Job Title: Accounting Clerk
Department(s): Treasurer
Code: 6
FLSA Status: Non-Exempt
Prepared: November 2008

Summary Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Performs accounting work with extreme accuracy. Compiles, organizes and maintains documents, such as bank notices and checks, substantiating financial transactions. Verifies and posts details of financial transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases. Reconciles checks and bank statements for all City accounts. Researches discrepancies. Prepares checks, account statements, reports, and other records, and reviews for accuracy. Processes all pension checks to retirees. Processes pension contribution refunds, computes pension based Heart and Hypertension payments, prepares 1099Rs, safe harbor tax worksheets. Creates and maintains salary schedules for retiree groups. Coordinates administration of pensioners' health plans. Records and processes department payroll and assigned payroll related functions. Reconciles general ledger accounts with various registers. Extracts and maintains general ledger information. Reconciles report discrepancies and problems. Reviews, balances, and interprets computer reports, and makes corrections. Assists other departments, former employees, pensioners, vendors, and customers by answering questions related to accounts, procedures, and services. Investigates pension related problems. Prepares data for various reports. Handles banking, assist with transfer of money and wire confirmations as assigned. Handles cash. Performs all office functions as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities but may act as lead worker.

Education: High school diploma (or GED).

Experience: At least 4 years of relevant experience is required. Education and experience may be substituted.

Computer Skills: To perform this job successfully, an individual should have intermediate knowledge of Financial Management software; basic knowledge of Internet software; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

Supervised By: This position is supervised by the Deputy Treasurer or as assigned.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here 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. While performing the duties of this job, the employee regularly works in indoor or office environment.

City of Bristol, CT

Job Description

Job Title: Treasury and Pension Coordinator

Department(s): Treasurer

Code: 8

FLSA Status: Non-Exempt

Prepared: November 2020

Summary Records and verifies financial transactions for banking and financial reporting; and processes payroll for pension beneficiaries by performing the following duties:

Essential Duties and Responsibilities. Other duties may be assigned.

- Performs accounting work with extreme accuracy.
- Compiles, organizes and maintains documents, such as bank notices and checks, substantiating daily financial transactions.
- Receives and verifies receipts from various departments; prepares and processes deposits.
- Verifies and posts details of financial transactions, such as funds received from departments and disbursements, and reconciles accounts to financial ledgers and control spreadsheets.
- Reconciles checks and bank statements for all City accounts to general ledger. Researches discrepancies.
- Prepares checks, account statements, reports, and other records, and reviews for accuracy.
- Counsels employees and retirees on City retirement benefits.
- Calculates employee requests for retirement
- Processes all pension payments to retirees and related withholdings; maintain retiree files.
- Processes pension contribution refunds, prepares 1099Rs, and safe harbor tax worksheets.
- Creates and maintains salary schedules for retiree groups.
- Prepares agendas and related materials for meetings of the General City Retirement Board; attends meetings, as required, and prepares minutes.
- Processes department payroll and assigned payroll related functions.
- Investigates pension related inquiries.
- Process internal bank transfers and ACH transactions as necessary

Supervisory Responsibilities: This job has no supervisory responsibilities but may act as lead worker.

Education: High school diploma (or GED).

Experience: At least 6 years of relevant experience is required. Education and experience may be substituted.

Computer Skills: To perform this job successfully, an individual should have intermediate knowledge of Financial Management software; Internet software; Spreadsheet software; and Word Processing software.

Supervised By: This position is supervised by the Deputy Treasurer or as assigned.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

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