

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution 00-17

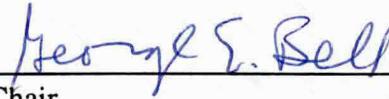
Authorizes a new position of Accountant in MERC Administration.

The Metropolitan Exposition-Recreation Commission finds:

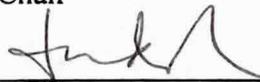
1. The Commission has the authority to create new positions necessary to manage and administer the operations of its facilities.
2. To meet fiscal commitments of Metro, the FY01 budget eliminated two positions in Administration; the Assistant Fiscal Operations Manager and an Administrative (Accounting) Technician.
3. There exists in the current classification system the position of Accountant.
4. The current MERC Administration FY 00-01 budget is sufficient to pay this position at the range specified in the classification plan.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves the position of Accountant in MERC, per the attached Job Description, Exhibit A, effective on July 1, 2000.

Passed by the Commission on May 17, 2000.



Chair



Secretary-Treasurer

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel

By: 

Kathleen Pool, Senior Assistant Counsel

Metropolitan Exposition-Recreation Commission

Job Code: 8013
Title: Accountant
Range: 045
Bargaining Unit: Non-represented
FLSA: Exempt

Established:
Revised:
EEO:

GENERAL STATEMENT OF DUTIES:

Monitors, controls and audits all transactions of the food concessionaire; oversees and monitors the merchandise sales operation for the Civic Stadium, the Portland Center for the Performing Arts and the Oregon Convention center; performs a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analyses.

SUPERVISOR RECEIVED:

Supervision is received from the Controller.

SUPERVISION EXERCISED:

Supervision is exercised over contract personnel in merchandise sales.

EXAMPLES OF ESSENTIAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all of the specific task, which an employee in this classification may be expected to perform.

- Reviews, audits and reconciles weekly and monthly reports from the food concessionaire.
- Processes and prepares payment authorization for tenant shared concessions and food concessionaire invoices.
- Performs analysis of accounting records; prepares event profitability statements.
- Prepares merchandise payroll sheets.
- Coordinates and directs the work of Merchandising Supervisors; sets merchandise deals; prepares set-up requirements; establishes vendor requirements and provides day of event coordination.
- Balances, consolidates and prepares cash deposit reports for food concession, merchandise and parking receipts; conducts cash counts; posts original entries to subsidiary and general ledger accounts; runs trial balances; prepares sales statements.
- Maintains fixed records of cost and accumulated depreciation; monitors capital expenditures and updates records.
- May negotiate merchandising contracts and purchases standard office equipment including calculators and typewrites as needed.

Page 2

Job Code: 8013

Title: Accountant

- Conducts physical inventory of fixed assets; audits inventories conducted by concessionaire for food product goods.
- Prepares audit work papers and performs analysis of accounts.
- Performs related professional accounting work in support of accounting functions.
- Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of application of generally accepted accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Knowledge of principles and practices of financial auditing and inventory accounting methods.
- Knowledge of financial report preparation methods and techniques.
- Knowledge of modern office procedures, methods and computer training.
- Knowledge of principles of supervision and training.
- Ability to coordinate and direct the work of contract staff.
- Ability to apply Federal, State and local laws and regulations pertaining to accounting and auditing work.
- Ability to examine and verify a variety of financial documents and reports.
- Ability to conduct sound audit of financial records.
- Ability to prepare a variety of financial statements, reports and analyses.
- Ability to apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records involved in food concessionaire and merchandising sales.
- Ability to operate a ten-key calculator by touch at a speed necessary for successful job performance.
- Ability to operate a computer in performance of accounting functions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

A bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or closely related field and two years of professional accounting experience, preferably including some supervisory experience and significant work in financial auditing; or any combination of experience and training which provides the required knowledge, skill and ability required for successful performance of the essential job duties.

Page 3

Job Code: 8013

Title: Accountant

LICENSES:

Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation Certificate.

MERC STAFF REPORT

Agenda Item: 8.2

Resolution No. 00-17

Date: May 8, 2000

Presented by: Roy Burling

Background Analysis:

The MERC Commission reduced planned expenditures to provide funds to meet the increased fiscal obligations for METRO support costs in the FY 00-01 budget. These reductions included the elimination of four positions, two of which were in Fiscal Operations. The two positions eliminated in Fiscal Operations were the Assistant Fiscal Operations Manager and an Administrative (Accounting) Technician.

As a part of that budget reduction strategy the Commission recognized the essential nature and continued need for accounting and fiscal services. To meet that ongoing need the Commission approved for budgetary purposes the creation of an Accountant position. Classification and position descriptions for the Accountant position exist in the MERC classification system.

To make a smooth transition by July 1, 2000 from the current staffing level to the planned staffing level approved by the Commission in the FY 00-01 Budget the process of posting the job opening and recruitment of the Accountant must begin soon.

Fiscal Impact:

The range of cost (salary and fringe) for this position is \$48,800 to \$62,400. Midpoint in the range is approximately \$55,600.

Recommendation:

Staff recommends that the Metropolitan Exposition Recreation Commission approve the creation of the position of Accountant in MERC Administration.