

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: March 2, 2022
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Accounting Technician Position

SUMMARY:

Enclosed for Board review and approval is the draft job description for a new Accounting Technician position (**ATTACHMENT 1**).

FISCAL IMPACT:

\$91,494 has been budgeted for salary and benefits for this position.

FUNDING SOURCE:

Account 6104-Salaries; Accounts 6107-Benefits

FUNDING BALANCE:

Available funds for this position as of 1/31/22: Account 6104: \$47,061 and Accounts 6107: \$26,427

DISCUSSION:

After one of the Administrative Assistant positions became vacant last year, staff analyzed District needs and determined that more skilled, accounting assistance was necessary to support payroll and accounting processing. To that end, since September 2021, staff has utilized the services of contracted assistance from a staffing agency to help fill the gap. Now that we've been able to refine our needs, staff is asking the Board to approve this new Accounting Technician position for which funds have already been budgeted. Once the new position is approved, staff will begin the recruitment process to fill this new position.

RECOMMENDED ACTION:

It is recommended that the Board review and approve the job description as presented, or with modifications, and authorize staff to begin recruitment.

ATTACHMENTS:

1. [Draft Accounting Technician Job Description](#)