

**SPECIAL MEETING
DESERT HEALTHCARE DISTRICT
AMENDED AGENDA**

Board of Directors

June 30, 2015

8:30 a.m.

Jerry Stergios Building, 2nd floor
Arthur H. "Red" Motley Boardroom
1140 N. Indian Canyon Drive, Palm Springs, California 92262

This meeting is handicapped-accessible

Conference call in: 1-800-615-2900 – Access Code 6567757#

Teleconference Locations: 13722 Washougal River Road Washougal, WA 98671
330 N Palm Canyon Dr. Suite 218 Palm Springs, CA 92263
Visitor Center Garland Ranch Regional Park
700 West Carmel Valley Road Carmel Valley, CA 93924
Anaheim Transit Center 2626 East Katella Avenue, 2nd Floor
Anaheim, CA 92806,

<i>Page(s)</i>	AGENDA <i>Any item on the agenda may result in Board Action</i>	<i>Item Type</i>	<i>Time</i>
	A. CALL TO ORDER – President Hazen Roll Call ____ Director Rogers ____ Director Solomon ____ Director Matthews ____ Vice-President Grimm ____ President Hazen		8:30
1	B. APPROVAL OF AGENDA	Action	8:30
	C. PUBLIC COMMENT At this time, comments from the audience may be made on items <i>not</i> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Board has a policy of limiting speakers to no more than three minutes. The Board cannot take action on items not listed on the agenda. Public input may be offered on agenda items when they come up for discussion and/or action.		8:30
2-3	D. NEW BUSINESS a. Consideration of the Accounting/Admin Support Job Description.	Action	8:35
	E. ADJOURNMENT		8:45



Date: June 30, 2015

To: Board of Directors

Subject: Consideration of Accounting/Admin Support Job Description

Staff Recommendation: Recommend to the Board to approve the F&A approved Accounting/Admin Support Job Description.

Background:

- The Accounting/Admin Support position is required for the Accounting department for accounting and administrative needs of the District and to satisfy Segregation of Duties requirements.
- The Accounting/Admin Support Job Description was previously included with the FY 2015-2016 preliminary Budget and Staffing Plan for review at the Board of Director's meeting on May 26, 2015.
- The Accounting/Admin Support position is included in the FY 2015-2016 annual Budget and Staffing Plan approved at the Board of Director's meeting on June 23, 2015. The position is approved to begin 7/1/15.
- The Accounting/Admin Support salary range (\$45,000-\$65,000) is included in the Salary Range schedule approved at the Board of Director's meeting on June 23, 2015.
- The Accounting/Admin Support job description approval is required by the Board of Directors to begin the hiring process.

Discussion:

Due to an immediate medical concern of a staff member, it is important to begin the hiring process to meet the needs of the District office. Staff is requesting consideration for approval of the job description to allow the hiring process to begin.

Fiscal Impact:

Annual salary of \$45,000-\$65,000 plus benefits and taxes, which is included in the approved FY 2015-2016 annual budget.



Accounting/Admin Support

Job Summary

The Accounting/Admin Support is responsible for assisting all day to day financial activities including month and year end financial statement preparation for the District and Foundation. In addition, the Accounting/Admin Support is responsible to assist other departments with administrative needs.

Reporting Relationship

The Accounting/Admin Support reports to the CFO/COO.

Professional Responsibilities

Examples of specific Accounting/Admin Support responsibilities include:

Accounting

- Prepare billings for Las Palmas Medical Plaza
- Prepare accounts receivables for both District and Foundation
- Post and maintain accounts payable/receivables accurately in accounting software program-verified by CFO/COO
- Prepare all checks for signature by Board Member
- Reconcile all bank accounts at months' end
- Prepare and submit bi-weekly payroll
- Prepare and maintain monthly invoicing for NEOPB and other programs.

Las Palmas Medical Plaza

- Provide support for Tenants when needed
- Maintain all leases
- Prepare new leases
- Show property to prospective lessees, as needed.

Desert Healthcare Foundation

- Maintain records of prior programs.

Administrative

- Prepare reporting and maintain records for Retirement Protection Plan
- Assist with 457(b) and 401(a) plan record keeping and plan participants.
- Provide support for all other departments

Salary Range - \$45,000 - \$65,000

Start Date – July 1, 2015

Professional Requirements

Bachelors Degree in Accounting or Finance required, plus minimum of three years accounting experience. Be proficient in Microsoft Excel and Word and QuickBooks accounting software.