

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone: (608) 261-9119
2. Class Title (i.e. payroll title):
Account Clerk 3
3. Working Title (if any):
N/A
4. Name & Class of First-Line Supervisor:
Ryan Wiesen, Accountant 2
Work Phone: (608) 266-4214
5. Department, Division & Section:
Public Works, Parks Division, Finance & Administration
6. Work Address:
210 Martin Luther King Jr. Blvd, Room 104, Madison, WI 53703
7. Hours/Week: 38.75
Start time: 8 AM End time: 4:30 PM
8. Date of hire in this position:
N/A
9. From approximately what date has employee performed the work currently assigned:
N/A

10. Position Summary:

This is responsible advanced-level accounting clerical work in the Parks Division's Finance and Administration Section. This position will prepare and review financial and budgetary reports and process various accounting and financial records. This position leads and coordinates payroll and human resource tasks and projects and serves as the Parks Division's first contact for payroll, budget monitoring and human resource questions. The work is characterized by significant judgment and discretion in completing assigned tasks and special projects with a high degree of independence. Work is performed under the general supervision of the Parks Financial and Administrative Coordinator.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 45% A. Budget monitoring/maintenance and purchasing.
1. Monitor capital project budgets and initiate budget transfers, expenditure reclassifications, revenue allocations and project close-out procedures in conformance with applicable rules, regulations and standards.
 2. Monitor section operating budgets and initiate budget transfers, expenditure reclassifications, journal entries and other procedures in conformance with applicable rules, regulations and standards.
 3. Review and monitor the charging of wages and benefits to capital projects.
 4. Review and monitor salary and benefit savings goals for operating budget.
 5. Assist in preparation of financial reports and studies for the Parks Division, including preparing various accounting, payroll, and staffing reports for section supervisors.
 6. Assist with purchasing, requisitions, invoices for collection of accounts receivable, and processing checks as needed.
 7. Review financial documents and reports for accuracy, identify issues and take appropriate actions to resolve.
 8. Perform related work as assigned.
- 30% B. Manage and coordinate the division's human resources (HR) functions.
1. Assist with all Division's hiring and termination procedures in Neogov and MUNIS.
 2. Serve as liaison to the City Human Resources and Central Payroll Departments and recommend Division procedural, guideline changes as necessary.
 3. Participate in improving and maintaining equity standards in HR functions.
 4. Use significant judgment and discretion in interpreting and applying divisional human resource policies and procedures and providing technical assistance on HR functions.
 5. Prepare and file Worker's Compensation and accident reporting paperwork.
 6. Manage Family and Medical Leave (FMLA) requests/paperwork.
 7. Manage miscellaneous payroll and HR form filing for the Division (direct deposit, benefit changes, disability declaration, etc.).
- 20% C. Manage and coordinate the division's payroll functions.
1. Compile and submit Parks payrolls, ensuring proper utilization of pay codes and project accounts for payroll entries.
 2. Train Parks staff on various timekeeping systems and proper use of pay rates, time off, premiums, etc. Provide technical assistance on all payroll functions.
 3. Work with Parks supervisors, other city agencies, and Central Payroll for accurate and timely payroll processing; lead person to respond to Division staff on all payroll questions.
 4. Audit payroll entries for conformance to relevant division policies and ordinances.
 5. Maintain the division's timekeeping systems (Sharepoint, Kronos, Fintrac, excel sheets).
- 5% D. Maintain records databases necessary for Parks Payroll and Human Resource functions.
1. Compile, analyze and manage payroll, recruitment, and HR record databases.
 2. Maintain payroll and employee personnel files and records.
 3. Organize and file position descriptions and maintain Division organization charts.
 4. Organize and file payroll records for specific pay periods.
 5. Respond to inquiries from City staff and the general public.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of related bookkeeping and accounting clerical principles and procedures; and skill in their interpretation and application. Ability to apply such knowledge to a variety of related transactions. Working knowledge of general office practices. Ability to perform and verify arithmetical computations quickly and accurately. Ability to maintain clerical records and prepare routine reports. Ability to exercise independent judgment in identifying and responding to related issues. Ability to understand complex oral and written instructions. Ability to develop detailed working procedures. Ability to establish and maintain

effective working relationships. Ability to complete routine financial statements and reports. Ability to type at a net speed of 30 wpm with no more than 10 errors. Ability to maintain adequate attendance.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

Driver's license required.

15. Physical requirements:

Employees will be expected to spend a majority of time sitting while operating a desktop computer and telephone.

16. Supervision received (level and type):

Park Financial and Administrative Coordinator – Direct

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.