

TO: Finance Committee

FROM: Tameaka Bryant, Human Resources

DATE: August 27, 2018

SUBJECT: Account Clerk 3—Finance

Finance Director David Schmiedicke is requesting that a current vacant position of Account Clerk 3 (#777, CG20, R11) be recreated as an Accountant 4 (CG18, R12) to work with implementation of the next phases of the Enterprise Resource Planning (ERP) MUNIS system. After reviewing the vacant Account Clerk 3 position, Finance determined that there is a need for a position that is higher level in order to increase the efficiency and process flows of the ERP system. Following my review of the updated position description and talking with Finance Principal Accountant Craig Franklin, I recommend recreating the vacant Account Clerk 3 position as an Accountant 4 for the reasons outlined in this memo.

The Account Clerk 3 position was created to be a lead worker of subordinate account clerks, resolve complex account payable questions and serve as the accounts payable liaison for City agencies and suppliers. This position also was responsible for processing third party supplier and various contract payments, as well as being a consultant to City agencies and suppliers for their purchasing, travel, and integrated accounting system questions (please see attached). As the needs of the Finance department have shifted with the implementation of an ERP system, there is now a need for a position that requires a more technical and analytical skill set.

In looking at the needs of the Finance Department, Mr. Schmiedicke and Mr. Franklin have determined that there needs to be a position created to provide higher-level analysis of financial system work flow processes. In 2016, the Finance Department created an Accountant 4 position with specific responsibilities for overseeing workflow within MUNIS and developing and providing training for employees throughout the City. However, the current workload is more than one Accountant 4 can perform. The recreation of the Account Clerk 3 to Accountant 4 will allow for the added workload of implementing, maintaining, and deploying training on the following phases of the ERP project; transitioning Water Utility fully into the City’s chart of accounts, Utility Billing module (Special Assessments and Charges and potentially the Municipal Services Billing), automated bank reconciliation, and work orders. The position description for the proposed Accountant 4 is similar to the Accountant 4 described above, just with different areas of responsibility. The impact will be a more efficient and timely implementation of the additional project phases without the need of excessive overtime. Because the work of the 2 positions is similar, it is appropriate to recreate the Account Clerk 3 as a professional Accountant 4. We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
20/11	\$46,918	\$52,518	\$58,820
18/12	\$73,453	\$88,677	\$93,319

cc: David Schmiedicke —Finance Director
 Patricia McDermott —Account Services Manager
 Craig Franklin—Principal Accountant
 Mike Lipski-Human Resources Services Manager
 Greg Leifer—Employee and Labor Relations Manager