

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Debra Lehnherr

Work Phone: 267-1169

2. Class Title (i.e. payroll title):

Accounting Technician 3 - Library

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Susan Lee, Library Business Operations Manager 18/14

Work Phone: 266-6383

5. Department, Division & Section:

Library, Administration

6. Work Address:

201 W. Mifflin Street, Madison 53703

7. Hours/Week: 38.75

Start time: 8:30 a.m. End time: 5:15 p.m.

8. Date of hire in this position:

2/3/13

9. From approximately what date has employee performed the work currently assigned:

5/1/14

10. Position Summary: Professional accounting work including gathering and analyzing data, preparing and presenting reports, financial statements, and other information for Library management staff as well as affiliated agencies and other organizations. Oversees all financial transactions for the Library and its nine library locations, including capital and operating budget expenditures. Monitors revenues and expenditures from Library budgets and from federal, state and local grants as well as other contributions and donations from private individuals and organizations. Reconciles all Library accounts, many of which have deadlines. Provides and reviews current and historical budget data to inform the annual budget preparation and submission process. Acts as leadworker for Account Tech 1.

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

50% A. Manage financial transactions

1. Investigate, determine, and communicate with vendors
2. Create and monitor purchase orders and requisitions
3. Prepare journal entries for grants/donations.

4. Manage grants/donations received by the Library.
5. Ensure that financial transactions are in accordance with established regulations and standards
6. Produce reports using financial data to track status of budgets; research financial history
7. Oversee Library staff use of City P-Cards, including issuing cards and monitoring their use
8. Be aware of and adhere to purchasing and resource sharing agreements with the South Central Library System, the Dane County Library Service, and other libraries and organizations.
9. Maintain and monitor lease and service agreements

- 25% B. Provide and analyze reports and data
1. Prepare on-demand reports and data for Library management, Board, Foundation, etc.
 2. Create, analyze and present monthly financial statements for Library Board
 3. Produce annual financial statements for Wisconsin DPI Report
 4. Monitor and prepare reports on use of funds from federal and state grants and other contributions
 5. Assist managers in developing and implementing appropriate accounting practices and systems
 6. Review complex financial statements for accuracy and compliance with accounting standards

- 15% C. Prepares the Library's annual Capital and Operating Budget proposals
1. Working with Library Management staff, analyzes previous years' data to determine future budget allocations
 2. Maintains internal files as needed to supplement Munis information
 3. Provides data for Library Board approval of mid-year budget revisions
 4. Provides monthly financial updates in time for monthly Board meetings.
 5. Prepares quarterly budget to actual projections.
 6. Enters budget data in Munis and various Sharepoint documents.

- 10% D. Coordinate workflow of accounting functions
1. Set priorities for daily and long-term tasks
 2. Train and oversee work of Accounting Technician 1
 3. Serve as Library's primary contact for City Finance department
 4. Manage implementation, use, and development of Munis Financial System functions for Library
 5. Represent the Library at City Finance department meetings
 6. Participate in testing of and feedback on the City's financial system

12. Primary knowledge, skills and abilities required:

Knowledge of accounting principles, rules, and practice. Knowledge of accounting systems as they apply to municipal financial operations. Ability to apply this knowledge to complex purchasing and budget tracking situations. Ability to stay current with professional accounting practices and standards. Ability to prepare accurate and detailed financial statements and reports for a variety of stakeholders. Ability to analyze financial data to assist Library management in resource allocation and budget decisions. Ability to prepare financial audits. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships with a wide variety of City, Library, and external contacts. Ability to use computers in performing accounting work. Ability to lead or supervise clerical or paraprofessional staff. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to sit at a computer for several hours at a time.

16. Supervision received (level and type):

17. General 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).

Debra S. Leubner

EMPLOYEE

9/30/16

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).

Susan B Lee

SUPERVISOR

9/30/16

DATE

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