

TO: Personnel Board
FROM: Tameaka Bryant, Human Resources Analyst
DATE: December 17, 2020
SUBJECT: Accounting Technician 3-Water Utility

Water Utility Interim General Manager Joe Grande has requested a study of the Account Clerk 3 position, #1856, in CG20, Range 11, which is currently filled by Kristine Jabas. Since she started in this position, the Water Utility has changed significantly in various aspects, many of which have also changed the responsibilities associated with this position. After reviewing the position description submitted and conducting interviews with Kathy Schwenn and Jabas, I recommend that position #1856 be recreated as an Accounting Technician 3 in CG20, R16, and that the incumbent is reallocated to the new position.

The Account Clerk 3 class specification (attached) identifies work as

... responsible advanced-level accounting clerical work in the preparation and/or processing of various accounting or financial records. Work may involve coordinating and/or leading subordinate accounting clerical activities.

The Accounting Technician 3 class specification (attached) identifies

...responsible advanced-level paraprofessional accounting work in the development and reconciliation of complex accounting records/reports, and/or providing leadership in the administration of accounting-related programs...This class is distinguished by responsibility for the administration of a technically complex accounting-related program and/or a significant leadership role.

Specific duties at the Accounting Technician 3 level include

Independently prepare and submit technical financial reports within established guidelines.

Oversee and/or prepare and maintain account balances of grants or similar fiscal appropriations requiring a high level of skill in establishing and monitoring controls.

Provide accounting-related program expertise. Respond to questions/issues concerning programmatic responsibilities.

Identify accounting system problems; assist in the development and/or maintenance of complex computerized accounting systems.

Conduct internal and external audits within technical parameters with a high degree of independence. Gather and review pertinent data, and prepare standardized reports containing financial and operational information. Submit reports and conduct follow-up as indicated.

Jabas began as a payroll clerk at the Water Utility in 2010 and now is currently involved with all of the financial functions at the Water Utility. Her position began to evolve in 2011 when her

then supervisor Michael Krentz began assigning her greater accounting responsibility. Her increased responsibilities included account reconciliations, invoice entry, cash receipt reconciliation, statement preparation, as well as involvement with the annual external audit and preparation of the PSC (Public Service Commission) Annual Report. Jabas also serves as the lead worker to the payroll clerk in the Operations Center. She reviews their work and makes any needed adjustment. Jabas also creates all requisitions in NeoGov and corresponds with applicants. She reconciles cash receipts from Madison Municipal Services bills (CIS Infinity) to Tyler Cashiering (MUNIS). Recently she has been working on reconciling 4 different accounts; damage claims, miscellaneous accounts receivable, customer deposits for private developments and customer deposits for large and small services (cut-ins and taps). She reviews the Water Engineering timesheets in Munis and makes sure they align with the engineering projects created in Munis. She also is able to support the Finance Supervisor with other accounting tasks as assigned.

Given Jabas’s in-depth responsibility for the daily accounting functions within the Water Utility, Public Service Commission Annual Report contribution, as well as lead worker responsibilities for the Water Utility Operation Center payroll clerk, it is my recommendation to place Jabas into the Accounting Technician 3 classification. She has had direct responsibility for human resources, payroll, and accounts receivable within Water Utility, consistent with the Accounting Technician 3 classification. We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
20/11	\$ 50,018.02	\$ 55,987.62	\$ 62,706.02
20/16	\$ 57,473.52	\$ 64,885.34	\$ 72,671.56

cc: Joe Grande – Interim Water Utility General Manager
 Kathy Schwenn—Water Utility Accountant 4
 Greg Leifer—Employee and Labor Relations Manager
 Mike Lipski – Human Resources Services Manager