

TO: Personnel Board  
FROM: Sarah Olson, Human Resources  
DATE: May 22, 2018  
SUBJECT: Account Clerk 2 – Finance

At the request of the Finance Director, David Schmiedicke, and Principal Accountant Randy Whitehead, I have studied the 1.0 FTE position of Account Clerk 2 (CG 20, Range 09-position #801), currently occupied by Sue Rebello and received on January 29, 2018. This position performs financial transactions for accounts payable and provides procurement support services for various City agencies. In addition, she oversees the City's public surplus items and provides backup for front desk reception. Based on my review of the current position description and of the classification specifications for Account Clerk 2 and Account Clerk 3, as well as discussions with Mr. Whitehead and the incumbent, I conclude that the current position of Account Clerk 2 should be recreated as an Account Clerk 3 in CG20, Range 11, and that Ms. Rebello should be reallocated to the new position.

The classification of Account Clerk 2 is defined as:

**...responsible working-level accounting clerical work in the preparation and/or processing of various accounting or financial records, requiring some judgment.** Work involves close attention to detail in the verification, entry and/or processing of data in conformance within established rules, regulations and/or standards. **This work places emphasis on non-routine accounting clerical activities.** Although work is subject to review, work is performed independently. **[emphasis added]**

The classification of Account Clerk 3 is defined 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. **This work is characterized by significant judgment and discretion in completing assigned tasks or special projects with a high degree of independence [emphasis added]**

Specific duties at the Account Clerk 3 level include

Maintain and independently process records of income and disbursement in conformance with applicable rules, regulations and standards. Prepare reconciliations and journal voucher entries. Review a variety of financial documents and accounts for accuracy; locate and resolve issues.

Prepare exhibits, financial summaries and letters for collection of accounts receivable; and review or prepare billing and supporting documents in the revenue recovery process.

Prepare and/or assist in preparing studies and reports; and respond to inquiries from City staff and the general public.

Ms. Rebello began with the City of Madison in September of 1985 in the Finance Department. Ms. Rebello currently works as an Account Clerk 2 reviewing purchasing card transactions and

ensuring proper accounting and documentation for her assigned departments: Metro Transit, Streets Division, Water Utility, Fleet Services Division and the Traffic Engineering and Parking Utility Division. Some of these department transactions can be up to 150 transactions for her to review and approve per month. If there is missing information, Ms. Rebello has independent responsibility to get into contact with the purchasing card holder. These accounts payable and procurement support services have increased in the past year with a retirement of the Administrative Services Supervisor as well as with the increased use of Munis. Review of a variety of financial documents and accounts for accuracy and locating and resolving issues are duties consistent with the class specification for an Account Clerk 3.

In addition, Ms. Rebello serves as backup for the front desk reception in which she provides support to Ms. Siera Garcia, the Finance Department’s Program Assistant I (CG 20, Range 11). When filling in, Ms. Rebello is the first point of contact for providing programmatic information and referrals to the general public and other City agencies regarding specific office functions. She checks in contracts in the routing program and delivers rush contracts to the Attorney’s and Mayor’s Office.

Furthermore, Ms. Rebello manages and oversees the Public Surplus site. City departments with extra equipment and/or furniture turn it over to her to sell on the Public Surplus site. She monitors, sends out communication regarding items and arranges payments. Ms. Rebello then ensures the monthly invoice from Public Surplus is paid. Ms. Rebello has been delegated a high degree of independence regarding the Public Surplus program, and through this, she responds to inquiries from City staff, all which are consistent within the classification of an Account Clerk 3.

This responsible advanced-level accounting clerical work in the preparation and processing of various accounting and financial records (reviewing and approving purchasing card financial transactions) and significant judgment and discretion in completing special projects (public surplus program management) clearly falls into the advanced-level accounting clerical work expected of an Account Clerk 3. As such, I recommend the position be recreated as an Account Clerk 3 and the incumbent reallocated to the new position.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum (+12% longevity)
20/09	\$44,225	\$49,725	\$55,692
20/11	\$46,918	\$52,518	\$58,820

cc: David Schmiedicke –Finance Director  
 Randy Whitehead – Principal Accountant  
 Greg Leifer-Employee and Labor Relations Manager  
 Mike Lipski – HR Services Manager