

TO: Personnel Board  
FROM: Sarah Olson, Human Resources  
DATE: April 11, 2017  
SUBJECT: Accounting Technician 2 – Finance

At the request of the Finance Director, David Schmiedicke, and Principal Accountant Craig Franklin, I have studied the 1.0 FTE position of Accounting Technician 2 (CG 20, Range 14-position #780), currently occupied by Wendy Murkve. This position leads accounts payable and has programmatic authority over special assessments and ambulance accounting. Based on my review of the current position description and of the classification specifications for Accounting Technician 2 and Accounting Technician 3, as well as discussions with Mr. Franklin and the incumbent, I conclude that the current position of Accounting Technician 2 should be recreated as an Accountant Technician 3 in CG20, Range 16, and that Ms. Murkve should be reallocated to the new position.

The classification of Accounting Technician 2 is defined as:

**...journey-level paraprofessional accounting work in the development and reconciliation of accounting records/reports, and/or the administration of accounting-related programs. Under the general supervision of a professional Accountant, employees exercise judgment and discretion in the completion of assigned tasks. Work is normally performed with a high degree of independence within established guidelines. [emphasis added]**

The classification of Accounting Technician 3 is defined as:

**...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. Under the general supervision of a professional Accountant, employees exercise considerable judgment and discretion in meeting established objectives. This class is distinguished by responsibility for the administration of a technically complex accounting-related program and/or a significant leadership role. [emphasis added]**

Ms. Murkve began with City Finance in 2008 and promoted to an Accounting Technician 2 in 2012. Since that time, she has taken on the leadership and training to clerical staff, including an Account Clerk 3, on accounts payable processes. She provides all accounting related program expertise to City agencies regarding accounts payable procedures.

Ms. Murkve oversees the City's special assessments items. This includes monitoring Common Council agendas for special assessment/charge related items, the preparation of assessments for entry into the special assessments systems and the entering of data and reconciliation of each project. In addition, she provides program related expertise to City agencies as it relates to special assessments and audits and researches transactions in response to inquiries from property owners, City agencies and other entities.

In past years, Ms. Murkve would process accounts payable receipts for ambulance billing and send to another Finance staff member to work with the third party billing company. After a reorganization of responsibilities, Ms. Murkve is now the contact for all ambulance accounting questions. Responsibilities in the oversight of this accounting area include the preparation of daily ambulance deposits and the secure transfer of information to the third party billing company and responding to all ambulance billing related issues.

This advanced-level paraprofessional accounting work including responsibility for the administration of a technically complex accounting-related program (special assessments and ambulance accounting) and a significant leadership role (accounts payable) clearly falls into the advanced level of responsibilities expected of an Accounting Technician 3.

For all the reasons discussed in this memo, this level of work is expected at the Accounting Technician 3 level and consistent with the examples of duties and responsibilities found in that class specification. As such, I recommend the position be recreated as an Accounting Technician 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	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum (+12% longevity)
20/14	\$49,622	\$55,041	\$61,646
20/16	\$52,331	\$59,080	\$66,170

cc: David Schmiedicke –Finance Director  
 Craig Franklin – Principal Accountant  
 Mike Lipski – HR Services Manager