

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
WENDY MURKVE
Work Phone: 266-4008
2. Class Title (i.e. payroll title):
ACCOUNTING TECHNICIAN 2
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
CRAIG FRANKLIN
Work Phone: 266-6067
5. Department, Division & Section:
FINANCE DEPARTMENT
6. Work Address:
210 MARTIN LUTHER KING JR BLVD ROOM 406
7. Hours/Week: 38.75
Start time: 8:00 AM End time: 4:30 PM
8. Date of hire in this position:
4/17/11
9. From approximately what date has employee performed the work currently assigned:
1/1/16

10. Position Summary:

This is 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.

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

45% A. Accounts Payable

1. Provide direction and training to clerical staff on check printing and related accounts payable processes. Identify and respond to related issues and consult with management as appropriate
2. Provide accounting related program expertise to City agencies regarding accounts payable procedures

3. Maintain security of vendor banking information and work with vendors to mitigate the opportunity for transactions resulting in fraudulent vendor information
 4. Prepare and file monthly sales tax return and payment
 5. Maintain and monitor records of outstanding checks, communicate with payees to resolve outstanding checks, and file annual unclaimed property reports and payments
 6. Prepare contract retainage reconciliation schedule for audit
- 45% B. Special Assessments
1. Monitor Common Council agendas for special assessment/charge related items
 2. Prepare assessments for entry into special assessments system and enter data into special assessment system and reconcile each project/district
 3. Prepare reconciliation schedules for audit
 4. Receive and enter payments; monitor credit balances and issue refunds as appropriate
 5. Provide program related expertise to City agencies as it relates to special assessments
 6. Audit and research special assessment transactions in response to diverse inquiries from property owners, City agencies, and other entities
- 5% C. Ambulance Accounting
1. Prepare daily ambulance deposit and securely transfer information to third party billing company
 2. Provide back up for ambulance billing related issues
 3. Maintain health information privacy per HIPAA guidelines in all aspects of Ambulance Accounting
 - 4.
 - 5.
- 5% D. Other duties as assigned.
1. Respond to public record requests
 - 2.
 - 3.
 - 4.
 - 5.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of directly related bookkeeping and technical accounting principles, practices, procedures and terminology. Thorough knowledge of general office practices. Thorough knowledge of related recordkeeping principles and systems (both manual and automated systems). Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to independently implement related paraprofessional account programs. Ability to provide leadership to assigned staff. Ability to interpret, explain and apply related accounting standards. Ability to operate a calculator and make necessary calculations. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships, Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Work is sedentary in nature, generally performed in an office environment using office equipment such as telephone, computer, copier, calculator, etc.

16. Supervision received (level and type):

Under the general supervision of a professional Accountant, employees exercise considerable judgment and discretion in meeting established objectives.

17. 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).

Wendy E. Murkic
EMPLOYEE

2/1/17
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).

Franklin
SUPERVISOR

2/1/2017
DATE

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

