

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Susan Rebello
Work Phone: (608) 266-4521
 2. Class Title (i.e. payroll title):
Account Clerk 1(New Position)
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Randy Whitehead, Accountant 4
Work Phone: (608) 266-4026
 5. Department, Division & Section:
Comptroller's Office
 6. Work Address:
210 Martin Luther King Jr. Blvd., Room 406
 7. Hours/Week: 38.75
Start time: 7:30 End time: 4:00
 8. Date of hire in this position:
 9. From approximately what date has employee performed the work currently assigned:
1/1/2009
-

10. Position Summary:
Coordinate activities for Purchasing, and perform ambulance accounting functions.
11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
65% A. Coordinate activities for Purchasing
 1. Resolve Purchasing issues and questions with departments, contacts and vendors. This position is the face of Purchasing as the first contact in most cases.
 2. Monitors and coordinates the surplus process, including surplus moves, in accordance with City ordinances.
 3. Coordinates work area moves across many departments, as new equipment is put in place, assuring old equipment is offered to other City departments and then either managing the auction process, or disposing of equipment properly.
 4. Help administer P-Card Program, including the application process. She also schedules training sessions and sets up cardholders for our Corporate Express account.

5. Post bids and RFP's to our websites, including completing information required by the websites, and attaching City documents. She also creates blanket contracts and sends them to the vendor and department.
6. Print and mail PO's, including scanning and filing of backup documentation. File contracts electronically in our contract folder and send copies of contracts to appropriate City staff and vendor.

25% B. Ambulance Accounting

1. Imports ambulance reports and verifies information for billing and enters insurance information.
2. Complete weekly mailings of ambulance bills to patients and insurance companies.

10% C. Provide backup support for other staff

1. Provide backup for front desk position (Admin Clerk 1) for lunch and breaks, as well as providing some backup for Housing.
2. Assists Housing on a monthly basis by preparing monthly rent statement mailings.

12. Primary knowledge, skills and abilities required:

Knowledge of related bookkeeping and accounting/clerical principles and procedures. Working knowledge of office practices and procedures. The ability to establish and maintain effective working relationships. The ability to communicate effectively with both City Staff and outside vendors. The ability to understand complex oral and written instructions. The ability to develop detailed working procedures.

13. Special tools and equipment required:

Knowledge of Accounting Software, Microsoft Office, personal computers and printers, and general office equipment.

14. Required licenses and/or registration:

None.

15. Physical requirements:

75% Sitting
20% Walking/Standing
5% Lifting/Kneeling

16. Supervision received (level and type):

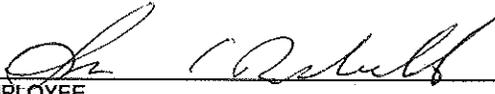
Work functions, products, and methods may be assigned, delegated, and/or approved by the Comptroller, Accounting Services Manager, Accountant 4, Buyer 2, Accountant 2, or Account Clerk 3 positions.

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).

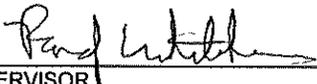


EMPLOYEE

03-31-2010
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).



SUPERVISOR

3-31-10
DATE

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