

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Deb Lehnherr

Work Phone: 267-1169

2. Class Title (i.e. payroll title):

Account Clerk 3

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Mark Benno

Work Phone: 266-9632

5. Department, Division & Section:

Library, Administrative Office

6. Work Address:

126 S. Hamilton St., 53703 (Temporary Central Library)

7. Hours/Week: 38.75

Start time: 9:00 a.m. End time: 5:45 p.m.

8. Date of hire in this position:

6/10/86

9. From approximately what date has employee performed the work currently assigned:

12/21/92

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10. Position Summary:

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

62 % A. Accounting Duties

1. Tracks, reviews, reconciles and posts monthly financial and accounting transactions, including interdepartmental charges, accounts receivable, and accounts payable
2. Prepares monthly financial statements for the Library Board
3. Prepares annual reports of all financial activity
4. Verifies travel and training requests for reimbursement
5. Tracks and reconciles all staff credit card activity monthly
6. Monitors and prepares reports of Library's capital projects
7. Administers and monitors staff P-card activity and reconciliations
8. Tracks and reconciles various (federal, state, Foundation, etc.) grants

- 15% B. Prepares the Library's annual budget requests
  - 1. Working with Library Management Team, prepares the Library's annual Capital and Operating Budget requests
  - 2. Maintains list of all positions with salary and benefits information
  - 3. Provides data for mid-year budget adjustments
  
- 10% C. Manages Purchased Services contracts
  - 1. Evaluates service contracts for program compliance
  - 2. Tracks encumbrances and expenditures
  - 3. Monitors the performance of service providers
  
- 10% D. Accounting/Financial System
  - 1. Assists in the development of processes and procedures for the City's financial system
  - 2. Serves as point person for testing functionality and implementing new procedures
  - 3. Provides training on new features of City's financial system
  - 4. Produces reports for Library management and staff on encumbrances and expenditures
  - 5.
  
- 3% E. Purchases and manages supplies
  - 1. Monthly office and computer supplies
  - 2. Yearly calendar order for all library staff
  - 3. Assists supervisors in investigating pricing/availability for furniture
  - 4. Places orders, checks in orders, and monitors inventory

12. Primary knowledge, skills and abilities required:

Knowledge of accounting principles, theory, procedures and terminology; ability to prepare and reconcile financial statements using various software/automated systems; ability to perform mathematical calculations, ability to analyze data and prepare reports; ability to communicate orally and in writing; ability to maintain effective working relationships; ability to maintain adequate attendance.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to work for extended periods of time at a computer; ability to lift up to 30 lbs; ability to maneuver library booktrucks and flatbeds.

16. Supervision received (level and type):

General supervision by Library Director, Library Administrative Services Manager and Library Business Operations Manager

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

\_\_\_\_\_  
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

\_\_\_\_\_  
DATE

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