

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: March 2, 2023

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Scott B. Manske, Milwaukee County Comptroller
Jennifer Folliard, Director of Audits, Audit Services Division

Subject: A report from the Comptroller requesting approval to abolish 1.0 FTE Assistant Auditor - Pay Range 15 and create 1.0 FTE Senior Accountant - Pay Range 28M

File Type: Action Report

REQUEST

A report from the Comptroller and Director of Audits requesting approval to abolish 1.0 FTE Assistant Auditor position in pay range 15 and create 1.0 FTE Senior Accountant position in pay range 28M.

POLICY

Wisconsin State Statutes:	Wis Stats 59.255(2)(f) Wis Stats 59.255(2)(i)
Milwaukee County Code of General Ordinances:	MCGO 15.15 MCGO 17.05 MCGO 34.09(1)(g)
Specific Adopted Budget:	2023 Adopted Budget

BACKGROUND

Current implementation of new technology within the Infor system brings an increased level of complexity to the bank reconciliation function performed within the Audit Services Division. To address this matter, the creation of 1.0 FTE Senior Accountant, pay range 28M, is requested. The Senior Accountant would possess a higher level of accounting and analysis expertise, serve as team leader for the bank reconciliation group, and be charged with the analysis and resolution of complex accounting and process issues encountered by the group.

The increased level of complexity associated with the new technology within Infor, and the corresponding need for the higher level of accounting and analysis expertise associated with the Senior Accountant position, was not fully known until recent months and therefore, the position was not included in the 2023 budget.

ALIGNMENT TO STRATEGIC PLAN

3B: Enhance the County's fiscal health and sustainability

Required by statute and ordinance, the County bank account reconciliation service provides an accounting internal control. It serves as a separation of duties, a basic building block of sustainable risk management and internal control in County government. Without separation of duties in key processes, fraud and error risks are far less manageable. Overall efforts like these enhance the County's fiscal health and sustainability.

FISCAL EFFECT

The new Senior Accountant is expected to be filled as of pay period 16 for a total cost (including salary and social security) in 2023 of \$28,742. The abolished position was fully funded for the year which included salary and social security of \$44,802 which fully offsets the cost of the position in 2023.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2088 Hours</u>
Abolish	Assistant Auditor	15	\$41,704.00 - \$46,654.40
Create	Senior Accountant	28M	\$63,107.20 - \$73,299.20

VIRTUAL/HYBRID MEETING INVITES

Scott Manske
Jennifer Folliard
CJ Pahl
Paul Grant

PREPARED BY:

Paul Grant, Audit Compliance Manager

ATTACHMENTS:

None

APPROVED BY:



Scott B. Manske, Milwaukee County Comptroller

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk