


COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: April 14, 2011

TO: Chairman Lee Holloway, County Board of Supervisors

FROM: Scott Manske, Controller, Department of Administrative Services 

SUBJECT: Request to Abolish 1.0 FTE Accountant 4 in the Department of Administrative Services – Fiscal Affairs and Create 1.0 FTE Accountant 3

REQUEST

Due to changes in staffing in the 2011 Adopted Budget in the Accounting division of the Department of Administrative Services (DAS) and a reevaluation of duties within the division, it is requested that 1.0 FTE of Accountant 4 be abolished to be replaced with 1.0 FTE of Accountant 3.

BACKGROUND

The 2011 Adopted Budget transferred 1.0 FTE of Accountant 4 – Treasury Services to the Department of Administrative Services (DAS). At this time, the Accounting Division has a funded position of Accountant 4 that is currently vacant. Much of the workload that was previously handled by the Accountant 4 has now been reassigned to the Accountant 4 – Treasury Services. In reviewing the requirements of the Division, specifically surrounding the year-end close and the annual audit, it was determined that the remaining tasks are more suitable to a classification of Accountant 3.

This position will be a resource to department staff on accounting procedures and will assist departments in meeting deadlines relating to year-end close. The position will also assist in preparation of audit workpapers for the final audit.

FISCAL NOTE

The proposed action will result in an annual salary savings of \$4,552.

RECOMMENDATION

The Department of Administrative Services respectfully requests that you refer the attached resolution to the appropriate committees to create a position of Accountant 3 in the DAS.

Milwaukee County Department of Human Resources Position Description	Department of Human Resources Use Only Title of Position: Code:
	Pay Range: Org. Unit: Date Approved and Effective Date:

1. Official Title of Position Accountant 3	5. Name of Present Incumbent
2. Working Title Same	6. Normal Working Hours 8AM to 5PM
2. Pay Range Proposed Salary \$43,101 (budgeted)	7. Is Assignment to any Shift Required? Yes - day
4. Type of Position X Full Time Part Time Seasonal	

8. Department DAS	9. Division Accounting	10. Sub Division
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11. Duties Section. The purpose of this position is to:
 Assist DAS - Central Accounting with ongoing accounting operations, the year-end close and annual audit.

11a. Duties Section. Consequences of position removal are:
 Delay in finalizing the year-end close and diminished ability to assist departmental accounting staff with implementation of accounting standards and procedures.

11b. Duties Section. Describe in detail the work performed. List regular duties first and then special or occasional duties. Show time by hours or percentages.

Time (% of 8 hr day and Freq)	Duties Performed	Required Knowledge, Skill or Ability	*(E); (NE); (P); (M)
50%	Prepare audit schedules and account analysis for annual audit. Work with the Central Accounting team to prepare the Comprehensive Annual Financial Report. Prepare variance analysis of revenue and expenditures, budget vs actual and actual from one year to the next. Complete State Form A and reconcile to the Comprehensive Annual Financial Report.	(applicable to all of the listed duties) Knowledge of accounting principles, practices and procedures.	E,M
20%	Work with other departments answering questions and help resolve various accounting issues. In preparation for year-end, assist departments with training and refining accounting processes to assist with more efficient year-end closes.		
10%	Monitor capital projects for completion; maintain asset inventory system; assist with arbitrage and unspent bond analysis.	Skill in using personal computers	E,M
10%	Develop, improve and implement daily accounting operation procedures; maintain asset inventory system; prepare, analyze and monitor a variety of revenue, expenditures, and balance sheet accounts. Maintain rate schedules; monitor departmental revenue and expenditures against adopted budget; prepare, review and approve documents into the Advantage System. Help with the analysis of arbitrage and unspent bonds.	including data entry and processing, use of databases, and spreadsheets.	
5%	Prepare standard and adjusting journal entries and review documents in the Advantage System.	Analytical skill including use of spreadsheets and databases.	E,M

5%	Perform other duties as assigned.	Math computation skill.	E,M
		Skill in performing accounting tasks.	EM
		Oral and written communication skills.	EM
		Ability to work effectively and harmoniously with others.	EM

* Choose the appropriate Choice(s): (E) Essential; (NE) Non-Essential; (P) Physical; (M) Mental

12. Names and title of employees supervised. If more than five, list number and title. If none, write none.

None

13. Name and title of immediate supervisor.

Bill Lochemes, Accounting Manager