



ADMINISTRATION MEMORANDUM

February 24, 2025

RE: Commission meeting March 4th, 2025

Finance Job Descriptions and Positions

For your consideration are two job descriptions, the vacant position to be filled with the Deputy Finance Director and a new position as a Finance Technician position.

The operational landscape within the Finance Department has undergone significant transformations prompting the need for additional staff and the planning of succession. Key operational changes include; producing the month end financial reporting, developing an annual financial audit report in house, and supporting city departments with a more aggressive grant management effort. These positions would be expected to shift work load and segregation of duties from current staff to ensure capital asset records are accurately recorded, provide back-up without causing internal control issues, review revenue and expense coding to ensure compliance with GAAP and City policies. The addition of these position would reduce employee overtime, mental stress, and maintain the cities commitment to high quality financial reporting and customer service.

The new position of the Finance Technician would take on the Accounts Receivables and cash receipting along with being the floater to the customer service areas of City Hall (Utility Billing, Municipal Court, and Administration). This position would be funded under the finance department budget with an offset from the wage contingency fund if needed.

Administration and Finance Departments recommends approval of both of these positions.

