



## Item Cover Page

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**MEETING TYPE:** Board of Alderman

**DATE:** March 17, 2025

**SUBMITTED BY:** Madison Stegall, Town Clerk/HR Director

**ITEM TYPE:** Consideration

**AGENDA SECTION:** Considerations

**SUBJECT:** **Consider Approval of Establishing a Parks & Recreations Facilities Manager Position & Accounting Specialist 2 Position Along with Corresponding Budget Amendment #21**

### **DETAILS:**

Consider approval of establishing a Accounting Specialist 2 position along with the corresponding Budget Amendment # 21. As the Town continues to grow, so do the demands on its financial operations. The increasing complexity of financial transactions, budgeting, reporting, and compliance requirements has created a critical need for additional support within the Finance Department. To address these challenges, it is recommended that the Town establish a dedicated Accounting Specialist 2 position set in pay grade (15) \$42,593-\$63,890.

Currently, the Finance Department operates with limited staff, requiring existing personnel to manage multiple critical financial functions, including payroll processing, accounts payable and receivable, budget preparation, financial reporting, and audits. As the department's workload continues to expand, ensuring accuracy, compliance, and efficiency has become increasingly difficult.

The Accounting Specialist 2 will play a key role in maintaining financial integrity by assisting with: payroll processing, accounts payable and accounts receivable, financial reporting, budgeting, audit preparation, grant and project expenditure tracking, tax reporting, debt service, capital asset management, vendor management, purchasing compliance, and reconciliation of financial transactions. A complete job description is included.

By establishing this role, the Town will enhance financial oversight, improve operational efficiency, and maintain compliance with federal, state, and local financial regulations. Staff recommend hiring for this position promptly to support the Town's fiscal stability and long-term financial success. This will require the approval of Budget Amendment #21 to accommodate the position.