

Montgomery City Council
AGENDA REPORT

Meeting Date: February 11, 2025	Budgeted Amount: \$52,000 - \$62,400
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action on approving a new HR & AP Specialist position.

Recommendation

Staff recommend approval of the HR & AP Specialist position.

Discussion

To structure Human Resources for the City, it's essential to establish a clear organizational hierarchy that includes key functions such as recruitment, employee relations, benefits administration, training and development, and compliance. Designate roles such as a Human Resources (HR) Specialist to handle tasks like payroll and benefits inquiries. Implement systems for performance management, employee engagement, and policy development. Ensure that the department aligns with the City's mission and goals while promoting a diverse and inclusive workplace culture. Regular training and effective communication channels will support staff development and ensure that HR professionals are responsive to the needs of both employees and the organization.

Not only are the human resources tasks important but also accounts payable. Designating a role such as an Accounts Payable (AP) Specialist to handle tasks like processing invoices, ensuring accurate and timely payments, maintaining vendor relationships, and assisting with month-end closings.

Staff request to create a new position for an HR & AP Specialist. This role will combine human resources tasks, such as recruitment, employee relations, and payroll, with accounts payable duties, including invoice processing and vendor management. This position aims to streamline operations, improve employee engagement, and ensure efficient financial transactions within the organization. Together, these functions support overall efficiency and sustainability.

Currently, there is only one person in the City who knows how to process payroll. It is very important to have payroll cross training. This is crucial for ensuring operational continuity and accuracy. It equips multiple team members with the necessary skills and knowledge to manage payroll processes, reducing the risk of errors and delays that can occur due to staff absences or turnover. This practice also fosters collaboration and communication within teams, enhances employee understanding of payroll regulations, and enables smoother transitions during audits or system changes. Ultimately, effective cross training promotes a more resilient workforce and improves overall efficiency in payroll management.

One more important factor to point out is accounting checks and balances. These are essential controls designed to ensure the accuracy and integrity of financial reporting and to prevent fraud or errors. This system involves separating duties among different individuals so that no single person has complete control over any financial transaction. For example, one person may handle cash receipts, while another reconciles bank statements. Additionally, regular audits, oversight by management, and established procedures for transaction documentation help reinforce accountability. Implementing these measures fosters greater transparency and trust in the financial processes of an organization.

This is a request for a new HR & AP Specialist position to be created. The position is not currently approved or budgeted. Staff propose to utilize the existing budget allocated for the

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Assistant City Administrator, which is currently vacant and not expected to be re-filled, for this new role. This approach allows for a seamless transition and continued support without requiring additional funding, ensuring that city operations remain efficient and effective during this period of change.

Approved By

City Secretary & Director of Administrative Services

Ruby Beaven

Date: 02/06/2025