



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: APPOINTMENT OF JESSICA LAMBRECHT FOR THE ACCOUNTING TECHNICIAN POSITION
DATE: JUNE 25TH, 2025

On June 10th, the Accounting Technician position was posted internally. We had one applicant, Jessica Lambrecht, who was interviewed on June 18th.

Jessica obtained her Bachelor of Science degree in Accounting from Bemidji State and an Associates of Arts from Normandale Community College.

Jessica's current role is the Utility Billing Specialist; she was hired in November 2024. Jessica's work history includes employment as an Accountant for the City of Belle Plaine, Dispatcher/Freight Payables/Invoicing for Holicky Bros Inc., and progressed through various accounting roles at CHS in Mankato, ultimately becoming Accounting Supervisor 1.

Along with Jessica's education and pertinent work history, her experience with customer service, handling of sensitive data and familiarity within the Finance/Utilities Office will make her a great addition to the Accounting Technician role.

I recommend Jessica Lambrecht be appointed to the Accounting Technician position with an anticipated start date of June 8th, 2025. Starting salary Step 8 of the structured pay scale on Grade 9 at \$34.26 per hour (\$71,260.80 annually). Jessica will continue to accrue vacation and sick time as defined in the New Prague Employee Handbook.

Recommendation

Appoint Jessica Lambrecht as Accounting Technician