



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Human Resource	<b>Date:</b> 3/12/2015
<b>Common Council Item Number:</b> 15-2259	<b>Date:</b> 4/9/2015
<b>Submitted By:</b> Rich Abbott, Finance Director	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KML</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>RA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BER</b>
<b>Subject:</b> Review and recommend a request to reclassify the position of Accountant II to be an Assistant Finance Director position and amend the B-16 staffing resolution.	

**Details:**

**Background**  
 There had been lengthy discussions with the previous City Administrator as to how the Finance Department should be organized. Most recently the position of Accountant II was vacated giving the opportunity to readjust the structure of the Finance Department. The City has lost nearly 38 years of experience within the Finance area with the departures of both the Finance Manager and Accountant II. During my time here, it has become apparent that there needs to be a refocus on cross-training to safeguard the City against institutional knowledge loss, advancement opportunity within the department and redistribution of duties.

**Plan**  
 The Assistant Finance Director (AFD) position will be a key member of the finance team providing oversight of accounting functions, conducting training, assisting in budget creation, providing accounting system security and monitoring the sewer accounting functions of the City. Once hired this position will assist in the hiring of the open accountant position and will assist the director in reevaluating the duties within the department. There needs to be a strong emphasis on cross-training. The AFD will also continue the documentation of procedures that is ongoing within the department. An ultimate goal here would be to have the AFD prepare a Comprehensive Annual Financial Report to not only be eligible for the GFOA financial reporting award, but remove the material weakness on internal control over financial reporting. Once fully staffed and all financial software is implemented, the department can begin reviewing financial policies, procedures and conduct departmental financial reviews.

**Options & Alternatives:**  
 Option 1 is to upgrade the position as requested to be an Assistant Finance Director. The AFD is a vital position to the City of Waukesha. In the Director's opinion, the position needs to be upgraded to attract and retain top talent.

Option 2 is to keep the current position as an Accountant II.

**Financial Remarks:**  
 There is a financial impact for the Assistant Finance Director position as the salary range will be higher than that of



the Accountant II. Preliminary estimates have the AFD at approximately \$ 73,769 to 99,588, where as the Accountant II is at \$ 63,717 to 82,925. In 2015, any additional salary funds needed would be covered by the vacancy time.

**Executive Recommendation:**

Recommend approval of reclassification of the Accountant II position to Assistant Finance Director.

**Committee Recommendation:**

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