



**Rebecca Grill**  
City Administrator  
City Administration Office  
414.302.8294  
rgrill@westalliswi.gov

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator   
RE: Department Request to Fill Vacant Position  
DATE: March 1, 2017

Attached is Peggy Steeno's request to fill an upcoming vacant position of Deputy Treasurer/Senior Accountant in the Finance Department/Treasurer's Office.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw  
cc: Mayor  
HR Dept.  
Peggy Steeno

ADM\Vacpos\VACPOSREQ DepTreas.030717



**Peggy Steeno**  
Finance Director  
Finance Department  
414.302.8252  
psteeno@westalliswi.gov

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## MEMORANDUM

TO: Rebecca Grill,  
City Administrator

FROM: Peggy Steeno,  
Finance Director

DATE: March 6, 2017

RE: Department Request to Fill a Vacant Position

The Finance Department respectfully requests permission to fill an upcoming vacancy in the Treasurer's Office. The position of Deputy Treasurer/Senior Accountant will become vacant on March 31, 2017, as the incumbent, Shawn Hart, has provided notice that he has accepted a new position and will be leaving the City's employment on that date.

Attached are the completed Vacancy Request Form and the Job Content Questionnaire for the Position. Please let me know if you have questions or need further information regarding this request.

Thank you for your consideration.



# Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Finance

Position Title: Deputy Treasurer/Senior Accountant

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 3/31/2017

Person Replaced: Shawn Hart

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: ASAP

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: *This position is responsible for financial regulatory compliance with regard to the State of Wisconsin regulated Water Utility as well as completes all of the accounting for the City's three non-regulated Utilities (Sewer, Storm, and Solid Waste). In addition, this position is responsible for the preparation, creation, and collection of the City's property tax bills as well as handles cash management duties for the City.*

Why is it necessary that this position be filled? What operational needs does this position fulfill? *It is necessary that this position be filled as soon as possible to ensure continuity and accountability in the Utility Funds as well as in the Treasurer's Office. Along with the above noted duties, this position is responsible for daily supervision of all activities as well as all high level customer service requested in the Treasurer's Office.*

What will be the impacts on service functions to the public if the position is not filled? *While other staff can step in and assist with duties on a short term basis, all accounting and finance tasks cannot be completed timely and accurately without this position being filled as it is not a choice to delay the services provided by this position. Another issue with not filling the position timely is that internal controls and proper separation of duties, established to protect City Assets, will be extremely hard to adhere to.*

What will be the impacts on service to city staff if the position is not filled? *There will be a delay in responding to requests for information, obtaining needed accounting records, and verifying treasury transactions.*

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) *The Deputy Treasurer and Senior Accountant Positions have already been combined (approximately 2 years ago), and to reduce professional staffing any further would create a shortage of qualified staff to complete the necessary functions as well as open the City up to additional risk in critical areas.*

How has this vacancy/need been covered so far? *There is currently not a vacancy, however once the incumbent leaves, existing staff will cover the duties in the short term until a replacement can be found.*

How many other similar positions exist in this department? *One similar position exists, however the incumbent is responsible for other City functions. There are no other employees responsible for the same functions.*

### Requestor Information

Please Print: Peggy Steeno, Finance Director, Department of Finance

Signature/Date: *Peggy Steeno* 3/6/2017

Attached:  Memorandum  Current Position Description



# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
<b>Employee Name</b>	Shawn Hart	<b>Employer Name</b>	City of West Allis
<b>Job Title</b>	Deputy Treasurer/Senior Accountant	<b>Work Location</b>	Finance Department
<b>Department</b>	Finance Department	<b>Division</b>	Treasurer/Finance
<b>Full-Time / Part-Time</b>	Full – Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Supervisor Name</b>	Peggy Steeno	<b>Supervisor Title</b>	Finance Director



**SECTION 2**

**DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES**

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year*.) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

<b>Primary Duties</b>	<b>Frequency</b>	<b>% of Annual Total Time</b>
Property Tax Billing-Preparation/Creation and Collection of the City's 20,000 Real Estate and Personal Property Tax Bills. Works with Finance Director and/or Deputy Finance Director to verify calculations and amounts for this critical function. Coordinate and process timely tax settlements with other taxing jurisdictions. Handles final annual settlement of delinquent real estate tax bills with Milwaukee County in August of each year.	A/D	15%
Accounting & Analysis: Position handles all accounting, financial reporting, and financial analysis, rate analysis/rate making, and budgeting for 4 major enterprise funds (Water Utility, Sanitary Sewer Utility, Storm Water Fund, and Solid Waste Fund). Also assists with General Fund accounting, budgeting, and analysis as necessary. Year-end account closings and reconciliations as required for annual audit.	M/D	25%
Cash Handling & Collection: Responsible for establishing proper cash handling procedures in the Treasurer's Office and in establishing proper cash handling procedures and reporting from other city departments where payments are collected. Includes managing and coordinating lockbox services, credit card payment processing services, and payment collection at remote sites (other city buildings). Reconcile daily cash deposits to general ledger and various subsidiary ledgers (tax billing system, utility billing, special assessments, etc).	D	15%
Investments & Cash Management: assist Finance Director with investment of city funds to maximize interest earnings and minimize risk per city investment policy. Record investment transactions and reconcile related general ledger accounts. Prepare monthly cash management and investment summary reports.	D, W	10%
Financial Reporting & Audit: Preparation of Year End Public Service Commission Report for the Water Utility. Assist with preparation of quarterly financial reporting to Common Council. Assist outside auditors with year-end audit.	A, Q	5%
Budgeting-Assistance in the yearly budget process creating information for department salaries, and other information requested by individuals within the departments. Assembly and assistance with annual budgets for 6 city enterprise funds	A	10%
Supervision & Customer Service: supervise Treasurer's Office employees. Assist customers with questions and resolves disputes with citizens/customers. Train staff on cash handling and collection procedures, software, and	D	7%

service to citizens/customers. Consider and implement process improvements to enhance customer service and improve efficiency.		
Banking: Administers all bank/investment accounts on the City's behalf. Responsible for processing fund transfers between bank accounts, wire transfers, and ACH payments as needed for tax payments, debt payments, investment transactions, and other transactions as needed.	N	5%
Attend department meetings, Common Council meetings, committee meetings, and other city functions as needed.	N	3%
Work with other departments to assist with efficiency initiatives, Lean process analysis, and other management initiatives to provide the best possible service to other city departments, committee members, citizens and employees	N	5%

### SECTION 3

#### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Office, GCS Tax Software, H.T.E. Accounting Software, Q-rep reporting software, telephone, 10 key, copier/scanner/fax, Novatime time keeping software

### SECTION 4

#### JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Citizens do not want to pay interest and penalties on their taxes	Can waive the full amount, a portion or can say no	Reason for late payment, previous payment history, city policies	N/A



Where to invest excess city funds	Can invest in CD's, Money Markets, Bonds, or keep in checking account	City and State investment policy, information supplied by brokers, current and future cash needs	Finance Director
G-I Account reconciliations	Correct entries that were made in error	Research entries within account, research backup paperwork and discuss with employee who entered the Journal Entry	N/A
Staff in departments need financial analysis/information	Query accounting system for data, analyze available financial data, provide summary of financial information and work with staff in departments to ensure understanding.	Previous revenue trends, and increases, discuss with utility personnel if there are expenses that can be reduced	Finance Director, Deputy Finance Director
Policy or procedure is not being followed	Change the policy to fit better to the job, discuss with the employee why the policy or procedure is not being followed	Explore the current policy/procedure, Research industry standards, Research other options to perform the specific tasks	Finance Director, Deputy Finance Director

**SECTION 5**

**WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

<b>Title of Individuals With Whom You Typically Interact</b>	<b>Describe the Interaction</b>	<b>Why Was It Necessary?</b>
Citizens	Daily questions/complaints in regards to Tax bills, Utility bills or just general inquires	To provide the accurate and timely customer service to our citizens
Department Heads	Answer questions in regards to expense coding, budgeting, and other general questions	To assist other departments in the efficient operation of their department and proper accounting of department operations



Common Council	Answer questions in regards to resolutions or communications from the Finance Department or Change in Utility Rates	To inform the Common Council and other Committee members facts and other information to allow them to make the best decision for the City
Treasurer's Office Employees	General supervisory role—training & customer service	To have a proper and active supervisory role for daily treasury functions and cash collections

<b>SECTION 6</b>			
<b>SUPERVISION / MANAGEMENT</b>			
Please indicate the type of responsibility you have as it pertains to leading others.			
	<b>Area of Action / Responsibility</b>	<b>Yes</b>	<b>No</b>
	Screen / Interview Applicants	X	
	Hire / Promote Employees		X
	Provide Written/Verbal Warnings		X
	Suspend Employees		X
	Terminate Employees		X
	Prepare Work Schedules For Others	X	
	Project Management	X	
	Provide Work Direction For Others	X	
	Evaluate Performance Of Others	X	
	Counsel Employees	X	
	Train Employees (As Part Of The Normal Duties Of The Job)	X	
	Approve Overtime		
	Approve Time Off Request For Others	X	
	Develop / Implement Policies		
	Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X	
	<b>Job Title</b>		
	Accounting Specialists, and shared clerk with Assessor & Building Insp departments		<b># of FTEs</b> 2.5


**SECTION 7**

**WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds			X	
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending			X	
Pushing / Pulling / Reaching Above Shoulder		X		
<b>Work Environment</b>	<b>N/A</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

## SECTION 8

### ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

This position requires a very high level of accuracy and detail. Multi-tasking is an essential skill needed to perform this job. Ability to learn quickly and independently to adapt to the ever changing needs of the treasury and finance department. Ability to deal with agitated and unruly citizens in a professional and calming manner. Analytical skills are also needed to analyze yearly budgets and financial reports. Also an understanding of bonds and financial markets to assist with investment strategy. Knowledge of debt management as well as the rules and regulations of the Public Service Commission. Thorough knowledge of GAAP and GASB is required. Ability to stay current with new regulations and requirements imposed by state and federal governments, GASB updates, and GAAP updates.



**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

**SUPERVISOR INFORMATION**

Supervisor Name: Peggy Streno

Supervisor Title

Finance Director

**SECTION 10**

**EDUCATION REQUIRED FOR HIRE**

Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	n/a
High School Education (or Equivalent)	
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
X Bachelor's Degree	Accounting
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Bachelor's Degree in Accounting required

**SECTION 11**

**TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

**2-3 years of accounting experience required, preferably in a governmental setting (if hired as Accountant). Senior Accountant would have**



3-5 years of accounting experience required (see notes below).

<b>CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB</b>			
<b>SECTION 12</b>	<b>List Required Certification/Licensure/Training</b>	<b>How Attained/Provided</b>	<b>Required Upon Hire? May Obtain After Hire?</b>
	CPA-not required, but preferred	Employer pays annual certification. Requires passing CPA Exam plus experience requirement	<b>Preferred</b> <span style="float: right;"><b>Yes</b></span>
	Wisconsin Driver's License and good driving record per City policy		
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
<b>City will pay for annual cost of CPA license</b>			

<b>SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS</b>	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.	
<b>JDQ Section</b>	<b>Comment / Clarification / Addition</b>
1, 11	This position is an Accountant that has been promoted to Senior Accountant based on experience. Would prefer to have a salary range that starts as an Accountant, with growth potential to Senior Accountant. The primary difference would be in the knowledge and expansion of duties as an employee gains experience. Someone coming in with municipal or governmental accounting experience could be hired as a Senior Accountant, but most often we hire an Accountant (often with no governmental experience) and as they learn and expand their knowledge of city finances, reporting, and budgeting they could advance to the Senior Accountant role.

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14**

**SUPERVISOR INFORMATION**

<b>Administrative Designee Name</b>		<b>Administrative Designee Title</b>	
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**SECTION 15**

**ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

<b>JDQ Section</b>		<b>Comment / Clarification / Addition</b>