



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@westalliswi.gov
www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler, 
City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: October 11, 2012

Attached is Kris Moen's request to fill the upcoming vacant position of Accountant/
Senior Accountant in the Finance Division.

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.

PMZjfw

cc: Mayor
HR Division
Kris Moen

ADM\vacpos\VACPOSREQ Acct FinDiv 101612




DEPARTMENT OF ADMINISTRATION & FINANCE
FINANCE DIVISION

Kristine Moen, CPA
Acting Manager of Finance
kmoen@westalliswi.gov
Nicole O'Connor
Accountant
noconnor@westalliswi.gov
Kristen Victory
Senior Accountant
kvictory@westalliswi.gov

MEMORANDUM

TO: Paul M. Ziebler,
City Administrative Officer

FROM: Kris Moen, 
Acting Manager of Finance

RE: Department Request to Fill Vacant Position

DATE: October 11, 2012

As you are aware, I received Kristen Victory's resignation on Monday October 8, 2012. I am requesting to fill the upcoming vacant Accountant/Senior Accountant position created by her resignation, effective October 22, 2012.

Attached you will find the completed questionnaire regarding my request to fill the position. If you have any questions or need additional information, please contact me.

Thanks for your consideration.

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Accountant/Senior Accountant
2. Department/Division: Finance Division
3. Vacancy Date: 10/23/12
4. Vacancy Reason: resignation
5. a. What are the specific work responsibilities of the position?
 - Accounting, Budgeting, Financial analysis, monitoring, reporting, and regulatory compliance for City Utility Funds (Water, Sewer, Storm Water, Solid Waste, Parking)
 - Supervision of Utility Billing and Utility Customer Service functions
- b. How many other such positions exist in this Department?

One other accountant position exists in the Finance Division, however that position is responsible for Capital Projects, TIFs, and grant funds not Utility Funds
6. What are the reasons why the position must be filled?
 - To ensure the continued financial stability and regulatory compliance of the Water, Sewer, Storm Water, and Solid Waste Funds
 - To ensure the accuracy of monthly utility billings for over 19,000 utility accounts
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
 - Prolonged vacancy increases the potential for billing problems that may impact customers/citizens
 - Position works with customers on individual account bills/final bills - other staff will have to fill in during vacancy
 - b. Service to staff.
 - Position is a supervisor to Utility billing staff and resource regarding customer service issues and compliance issues
 - Financial analysis and reporting regarding financial status of utilities will suffer if the position is not filled
8. What is the fiscal impact related to filling this vacancy?

Annual Salary Range for Accountant: \$42,952 - 53,684.80
Senior Accountant: \$47,548.80 - \$59,425.60
9. Remarks/Comments:

This vacancy creates a second open position in the Finance Division

Signature: Kev Moore

Date: 10/11/12

Title: Acting Manager of Finance