



Kris Moen
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Common Council
Administration and Finance Committee
West Allis, WI

Dear Council Members:

As you are aware, the City is currently recruiting for a Finance Director/Comptroller/City Treasurer. The Finance Department also has a vacant Accounting Specialist position and two more positions that will turn over in July and August. All of these positions have been authorized for replacement, but in the short term, the department could potentially be short four positions.

In order to assist with the day-to-day workload in the department, I have contacted a staffing agency that specializes in accounting work (Robert Half Accountemps). The agency can provide a "temporary accountant" to work approximately one week per month to record monthly journal entries, reconcile revenue and expense accounts, assist with monthly reporting to departments, budget preparation, and other needs as they arise. The cost for one week per month is approximately \$1,400 which can be funded from the vacant positions. As long as the Finance Director position remains vacant (which provides a funding source), and the temp provides valuable assistance to the department, we would continue to utilize the individual. If the position is necessary through the end of the year, this arrangement would cost approximately \$8,400.

I respectfully request your approval to pursue this temporary staffing arrangement.

Sincerely,

Kris Moen

Interim Finance Director/Comptroller/City Treasurer