
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Authorization to Hire Accountant**
DATE: August 23, 2022

Background:

As stated previously, the City has been without a Finance Director since March 4, 2022. The position has been advertised with no qualified applicants. Indeed and ZipRecruiter were utilized with no applicants.

After significant thought, I believe that the City's best course of action is to advertise for another accountant and groom them to fill the role of Finance Director over time. The separation of duties would look something like this:

Accountant #1 (Hodge)

- Payroll: timecards, paychecks, benefits, staff onboarding, COBRA, employee status maintenance (raises, step increases, PTO, etc.), tax & deduction filing
- Worker's Compensation annual audit
- Accounts Payable, including outstanding checks (funds returned to the State), issuing year-end 1099's
- Accounts Receivable, including verification of liquor store receipts
- Grant management/reimbursement requests (airport operations & maintenance, relocation)
- Building surcharge quarterly report
- Year-end closing, including issuance of employee W-2's and 1095's (health insurance participation)

Accountant #2

- Monthly bank reconciliations
- Monthly report generation and inquiry, assistance to departments for other reporting (police, liquor, OSHA) on an as-needed basis
- Budget data entry
- Bond and TIF payment tracking
- Special assessment implementation, tracking, inquiry response
- Grant management/reimbursement requests (airport construction, park development, other)
- Management and tracking of development escrows
- Record-keeping for quote obtained for projects, services, equipment
- Audit prep (a later step)

I would continue to manage investments and debt, including record keeping. Two other items would include the personnel manual and union contracts; I would also be responsible for those.

Recommendation:

Staff recommends that the City Council authorize posting for another accountant.