
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Authorize Hiring Lynn Hoheisel as an Accountant effective January 17, 2023**
DATE: January 8, 2023

Background:

The accountant position was posted in late November with an application submittal deadline of December 16, 2022. Three applications were received. Two interviews were conducted (one applicant had accepted a position).

The interview committee, comprised of Councilor Gerold, Accountant Hodge, and myself agreed that Lynn Hoheisel was the best fit for Princeton. She previously worked 28 years for the same firm and has extensive experience in reconciliation, tax submittals, and journal entries.

Based on her experience, Ms. Hoheisel was offered and accepted the position at Pay Grade 7, Step 5 which is at the top of the scale. Her anticipated start date, pending completion of the background check, will be January 17.

Recommendation:

Staff recommends that the City Council approve hiring Lynn Hoheisel for the position of Accountant at the noted Grade and Step effective January 17.