



Department of Employee Relations

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Mayor

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Job Evaluation Report

City Service Commission Meeting: July 21, 2026

Comptroller's Office

Current	Recommended
Accounting Coordinator II PR 2FN (\$51,250 - \$73,907) FN: Recruitment Rate is \$62,529 (One Position)	Accounting Services Supervisor PR 2GN (\$54,619 - \$78,768) FN: Recruitment Rate is \$66,992 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Comptroller's Office has requested a reclassification study of one position of Accounting Coordinator II in the General Accounting Division. A new job description was provided, and discussions were held with Charles Roedel, Deputy Comptroller.

This position supervises, directs, trains, and oversees the accounts payable processing, both internal and to other departments, including review, analysis, and reconciliation of check register and approved groups prepared by Accounting Program Assistants II and III. Provides lead technical support in accounts payable documentation processing and creates and maintains a system of imaging contracts, agreements, and leases for the Comptroller's Office including required accounting standards data for financial report disclosure. Provides support to the professional accountants in various account reconciliations, analysis, and data entry into various accounting modules; and performs accounting system testing as required. Duties and responsibilities include:

35%

- Direct, train, and oversee the accounts payable process; analyze, review, and approve accounts payable vouchers submitted by departments to ensure compliance with accounting standards, adherence to City budgetary laws, regulations, policies, contract terms, sufficient appropriation, authority, and proper authorization as defined by established internal controls. Review, analyze, and reconcile reports of checks issued prepared by Accounting Program Assistants and direct necessary correction procedures as needed.

25%

- Provide lead technical support to Accounting Program Assistants II and III in the maintenance of accounts payable documentation. Provide support to professional accountants in the analysis of account queries, retrieval of documents, preparation of spread sheets, worksheets, and data entry to accounts receivable and fixed assets modules; and perform other various reconciliations for management, other departments, and internal and external auditors. Assist in accounting system testing.

25%

- Supervise a team of paraprofessionals.
- Plan, prioritize, and delegate work to employees; determine work schedules and assignments.
- Provide necessary training and instructions to staff.
- Conduct performance evaluations.
- Review communications to be submitted to the Comptroller for signature.
- Prepare required forms and communications to fill vacancies, hold interviews, perform background checks, and draft communications to all interviewees.
- Manage execution of Comptroller's Office initiatives.

10%

- Assist in record retention duties including drafting departmental procedures, form preparation, submission to records committee, and assisting other City departments in retrieval accounts payable related documents. Establish and maintain a system of imaging contracts, agreements, and leases for the Comptroller's Office with an appropriate index of key elements for future inquiries; and create and maintain a spreadsheet or other program of data pursuant to the accounting standards requirement for disclosure in the annual financial report of all future annual revenues and expenditures associated with on-going capital and operating leases.

5%

- Perform other duties as assigned by the Accounting Manager, Assistant Accounting Manager, Accounting Director, Comptroller, and Deputy Comptroller.

Minimum requirements include three years of experience as a Program Accounting Assistant III. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

To improve efficiencies and drive organizational objectives more effectively the Comptroller's Office has adjusted some duties and responsibilities for positions within the General Accounting Division. As a result, one position of Accounting Coordinator II will have more significant changes, and the department has requested a classification study. These changes include a higher level of oversight and supervisory responsibilities for three positions of Accounting Program Assistant III in Pay Range 5GN (\$53,351 - \$68,690 with a recruitment rate of \$54,401 and two positions of Accounting Program Assistant II in Pay Range 6MN (\$52,917 - \$65,405).

These oversight and supervisor responsibilities include planning, prioritizing, and delegating work to employees; determining work schedules and assignments; providing necessary training and instructions to staff; conducting performance evaluations; reviewing communications to be submitted to the Comptroller for signature; and preparing required forms and communications to fill vacancies, holding interviews, performing background checks, and drafting communications to all interviewees.

Comparisons were made to other City positions including the following in Pay Range 2GN (\$54,619 - \$78,768).

Title	Duties
Document Services Supervisor PR 2GN (\$54,619 - \$78,768) FN: Recruitment Rate is \$66,992 FN: Additional 3% for an ICRM Certification (Institute of Certified Records Managers) Dept: Common Council/City Clerk	Under the general direction of the Document Services Manager, oversees the daily activities of the City Records Center staff, provides administrative support for departmental services, and advises the Document Services Manager on development of the citywide records management program.
Library Services Supervisor PR 2GN (\$54,619 - \$78,768) FN: Recruitment Rate is \$66,992 FN: One time additional \$400 incentive for completing reference coursework. Dept: Library	Under the direct supervision of the Library Services Manager is responsible for planning, organizing, and overseeing the activities of the agency and for training, scheduling, directing, supervising, evaluating, and assisting the public service paraprofessional staff in the performance of their duties. Responsible for interpreting rules and regulations and ensuring effective resolution of patron problems or concerns.
Records Services Supervisor PR 2GN (\$54,619 - \$78,768) FN: Recruitment Rate is \$66,304 Dept: Employees' Retirement System	Works directly with the ERS management and staff to develop and execute a record filing and retention plan specific to the ERS. Supervises and mentors Records Technicians, promoting their development and growth within the Records Management function of the Membership Services Division.

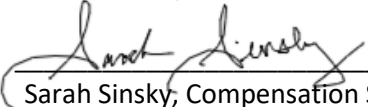
As this position will be taking on a higher level of oversight and supervisory responsibilities, it is more comparable to the positions listed above in Pay Range 2GN (\$54,619 - \$78,768). It is also recommended that this position have the recruitment rate of \$66,992. The requested title of "Accounting Services Supervisor" is descriptive of the functions of the position.

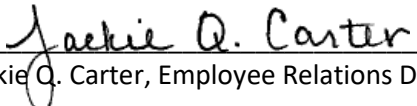
We therefor recommend one position of "Accounting Coordinator II" in Pay Range 2FN (\$51,250 - \$73,907) with a recruitment rate of \$62,529, located in the General Accounting Division, be reclassified to "Accounting Services Supervisor" in Pay Range 2GN (\$54,619 - \$78,768) with a recruitment rate of \$66,992.

Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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