



Staff Report

January 22, 2019 Council Workshop

Finance Department Staffing Plan

Staff Contact	Phone	Email
Jennifer Gorsuch, Admin. Services	360-817-7013	jgorsuch@cityofcamas.us

INTRODUCTION/PURPOSE/SUMMARY:

The Finance Department is facing a staff shortage and preparing for upcoming retirements.

As you are aware, one of our Accounting Assistants is out on medical leave and has been since late October. At this time she is focusing on her recovery and we are hopeful that she will be able to return in the early Spring. We have one of the Financial Assistants working out of class to assist with the functions of this employee.

With year-end and audit season upon us, there is a need to accelerate the replacement positions in the department.

Staff would like to promote the Financial Assistant currently working out of class to take over the payroll duties, to relieve the Accountant, who has been handling them since late October. This frees up the Accountant to work on the CAFR and year-end duties. This essentially double-fills the position of the Accounting Assistant who is retiring at the end of June. We would then backfill the open Financial Assistant position.

Staff is also asking Council to allow the new Accounting Assistant position which Council which was scheduled for 2020 as part of the new monthly utility billing, to be filled in 2019. The new position would be filled to cross-train with Mark Warner before he retires in May.

Pam O'Brien, our Accounting Manager is retiring at the end of June. Recruitment efforts will begin after the Finance job descriptions are reviewed and updated, and authorized by Council.

Additionally, with all these changes during a very busy season for Finance, the Finance Accounting Consultant, Teresa Johnson, is provided backup help with capital accounting and CAFR preparation.

BUDGET IMPACT: The movement of the Accounting Assistant from the 2020 budget to the 2019 budget and the double-filling taking place earlier than expected will require a budget adjustment in the Spring Omnibus.

RECOMMENDATION/RECOMMENDED ACTION/ACTION REQUESTED: Staff recommends that Council authorize the overfilling, backfilling, and advancing the Accounting Assistant from the 2020 budget to the 2019 budget.