



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

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MEMO

Date: November 14, 2017
To: Compensation Committee
From: Pauline Sumption, Finance Officer
RE: Updated Position Descriptions and Titles

Dear Committee:

I respectfully submit to you two updated position descriptions, to include position titles, for the Finance Office for your consideration under the Compensation Committee Factor Evaluation System (FES). The new description titles of “Grants Compliance, Financial Reporting and Asset Manager” and “Account Receivable Manager” will replace the current position descriptions/titles of “Grants Compliance and Financial Reporting Manager” and “Asset Management and Accounts Receivable Manager”, respectively.

The main purpose behind these updated position descriptions/titles is to remove the management essential functions of the City’s fixed assets FROM the previous “Asset Management and Accounts Receivable Manager” position and to add those same functions TO the previous “Grants Compliance and Financial Reporting Manager” position.

In a nut shell, the Grants Compliance and Financial Reporting Manager simply has more time to dedicate to the Asset Management role and the responsibilities that come with this role meld nicely with his already established role, as proper/timely recording of the fixed assets is a large focus of both of these areas.

In addition, with the implementation of the new Tyler Munis software, we added duties to the Accounts Receivable Manager position to better reflect the duties that are actually the responsibility of this position.

Thank you for your consideration. Should you have any questions, please feel free to contact me.

Attachments



EQUAL OPPORTUNITY EMPLOYER