

Option A - Accounting Technician

Controls and Tasks Necessary To Implement and/or Maintain	Estimated Hours Per Year	Able to Implement?
Audit of one-time payroll changes	104	Yes
User access rights monitoring	104	Yes
System implementation documentation	50	Yes
Segregation of Duties involving employee banking information	26	Yes
Vendor master file maintenance and monitoring	104	Yes
Cross training management	80	Yes
Policy compliance (cash receipts/purchasing)	208	Yes
CAFR Builder maintenance	160	Yes
Internal audit coordination	208	Yes

Option B - Convert Limited Term Senior Management Analyst to Permanent (term ending 6/30/2020)

Controls and Tasks Necessary To Implement and/or Maintain	Estimated Hours Per Year	Able to Implement?
Audit of one-time payroll changes	104	Limited to current resources*
User access rights monitoring	104	Limited to current resources*
System implementation documentation	50	Limited to current resources*
Segregation of Duties involving employee banking information	26	Limited to current resources*
Vendor master file maintenance and monitoring	104	Limited to current resources*
Cross training management	80	Limited to current resources*
Policy compliance (cash receipts/purchasing)	208	Limited to current resources*
CAFR Builder maintenance	160	Limited to current resources*
Internal audit coordination	208	Limited to current resources*

* Due to the already existing workload capacity within the department, the controls and tasks noted may not be completed in a timely manner or as frequently as recommended by City's external auditors and forensic accountants.

NOTE: Absorbing the controls and tasks above will limit the amount of availability for other projects such as, but not limited to, OpenGov Transparency and Budget Builder, Collective Budget, as well as various special projects and technical trouble-shooting assignments within the City.

Option C - No Changes to FTE Staffing

Controls and Tasks Necessary To Implement and/or Maintain	Estimated Hours Per Year	Able to Implement?
Audit of one-time payroll changes	104	Limited to current resources*
User access rights monitoring	104	Limited to current resources*
System implementation documentation	50	Limited to current resources*
Segregation of Duties involving employee banking information	26	Limited to current resources*
Vendor master file maintenance and monitoring	104	Limited to current resources*
Cross training management	80	Limited to current resources*
Policy compliance (cash receipts/purchasing)	208	Limited to current resources*
CAFR Builder maintenance	160	Limited to current resources*
Internal audit coordination	208	Limited to current resources*

* Due to the already existing workload capacity within the department, the controls and tasks noted may not be completed in a timely manner or as frequently as recommended by City's external auditors and forensic accountants. Additionally, absorbing the controls and tasks above will limit the amount of availability for all other tasks handled by Finance staff. Effective July 1, 2020, the Department's Senior Management Analyst's term will end and current staff will be required to take on OpenGov Transparency and Budget Builder, Collective Budget, as well as various special projects and technical trouble-shooting assignments within the City.