






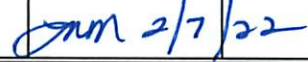

SUBJECT: INFORMING THE ASSEMBLY OF THE REORGANIZATION OF THE ACCOUNTING DIVISION OF THE FINANCE DEPARTMENT.

AGENDA OF: February 15, 2022

ASSEMBLY ACTION:
 Presented to the Assembly 2-15-22


MANAGER RECOMMENDATION: For information only.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
	Originator P. Graham		
	Finance Director		
	Borough Attorney		
	Borough Clerk		

ATTACHMENT (S) : None

SUMMARY STATEMENT: With the loss of two long time employees due to retirement and relocation the Accounting Division will be reorganizing duties and positions, to improve workflows, to utilize staff's talents effectively and to adjust to the nation-wide worker shortage.

The following reclassifications are being completed:

- 1) Accountant to Accounts Payable Supervisor
- 2) Accounts Payable Specialist to Accountant

The inactive Accounts Payable Supervisor job description has been reactivated. The employee filling the Accountant position has been reclassified to Accounts Payable Supervisor. This is a lateral move since both positions have the same pay classification. This provides direct supervision in the area and absorbs duties previously assigned to the vacant Accounts Payable Specialist position.

The currently vacant Accounts Payable Specialist position will be reclassified to the Accountant. This position will not have any supervisory duties. When filled, this position will focus on grants and the reporting of grants. This is especially important with the increase in federal funding available through the infrastructure bill.