

Memo

To: Roseville Finance Commission
From: Michelle Pietrick, Finance Director
Date: July 13, 2021
Re: Item #7: Finance Department Responsibilities

Background

Chair Davies thought it would be helpful for the Commission to understand how the Finance Department is organized and what areas the department is responsible for. The Finance Department has three separate functions/divisions as noted below.

Finance Division

This division encompasses 6.5 staff: Finance Director, Assistant Finance Director, Accountant, Accounting Tech 3, Accounting Tech 1, and Utility Billing Clerk. This division is responsible for Accounts Payable (processing and paying invoices), Accounts Receivable (issuing invoices for amounts owed to the City), Payroll (processing timesheets and paying employees and related benefits & taxes), General Accounting – includes bank reconciliations, Preparation of the Annual Comprehensive Financial Report, Budget preparation, City Funds Investing, Issuance of Debt and Conduit Debt, Risk Management (Workers Comp and Property & Liability Insurance), Utility Billing, assisting departments with Project Budgeting, financial services for the RVA, internal auditing functions, etc.

Receptionist Desk

Four part time employees work 4.5 hour shifts and work less than 20 hours per week. Responsibilities include: sort incoming mail, first point of contact for all phone calls, process all outgoing mail through postage machine, handles walk-in receipting for community development and parks, processes all receipts for utility bills, and provide general support for other departments as needed.

License Center

The License Center has 18.75 staff: LC Manager,, 2 Supervisors, 3 Leads, Auto Dealer Specialist, and 11.75 Representatives (5 full time, 9 -¾ time). This division handles Motor Vehicle Transactions (tabs, registrations, title work), Drivers' Licenses (Real, Enhanced and Regular) and passports.

Staff Recommendation

Not applicable.

Requested Commission Action

For information purposes

Prepared by: Michelle Pietrick, Finance Director
Attachments: NA