



*Finance Director*  
636-537-4726

## M E M O

DATE: September 20, 2017  
TO: Mike Geisel, City Administrator  
FROM: Joan Jadali, Finance Director  
RE: Assistant Finance Director Position

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As I am certain you know, the Finance Director position with the City of Chesterfield has a number of financial oversight responsibilities for the day-to-day operations of the department. However, included with these oversight tasks are a number of hands-on finance functions/procedures that should be segregated. Right now, the Finance Director completes and oversees a number of tasks individually that does not provide appropriate internal controls. Duties should be split among at least another individual to prevent fraud and error.

The Assistant Finance Director would not only provide for this appropriate level of control, but this position would also manage various other functions now held by the Director, some of which is normally handled by an individual in a less senior position. This position would assist the Director in the oversight of day-to-day operations of the Finance Department by supervising employees and functions including accounts payable, payroll, purchasing, risk management, and potentially other functions. This additional staff member would complete some of the functions previously accomplished by the Director while allowing the Director to complete broader responsibilities including longer-term projects with fewer day-to-day accounting tasks.

While I have not yet prepared a job description narrowing the specific responsibilities of this position, I have reviewed the salary ranges of comparable positions in various St. Louis County municipalities. I recommend the salary to be budgeted for this position be in the range of \$70,000-\$75,000, with a starting date of approximately July 1, 2018.

Please let me know if you have any questions or would like additional information.