



CONTACT INFORMATION

Requester: Jennifer Nash Title of Requester: Treasurer
Dept. Phone Number/Extension: 8859 Date Requested: 11/14/2024

POSITION INFORMATION

Position Title: Senior Accountant - Treasurer Supervisor:

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes No [checked]

If so, name of person last holding this position:

2. Is the purpose of this request to reclassify a current position? Yes [checked] No

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes No [checked] From: To:

If so, name of current incumbent:

4. Is the purpose of this request to transfer a current position? Yes No [checked]

If so, Current Department: Proposed Department:

Position Type: Regular [checked] Term/Grant Temp. Unpaid Special

Position Status: Full Time (30+) [checked] Part-Time (21-29) Part-Time (20 or Less) Number of hours per week:

Justification of request / change of position (REQUIRED): Request to reclass from grade 10 to grade 11 effective date of 1/1/2025. Currently filled by Andrea Johnson.

FUNDING INFORMATION

Base Annual Salary: \$88,642 This position is funded in whole or in part by a grant: Yes No [checked] % Funded:

Allocation (Required): Current: Org. 10125300 % 100 Proposed (If changing): Org. %

Position will be funded by: General Fund [checked] Enterprise Fund Special Revenue Fund Internal Service Fund

REQUIRED APPROVALS

Supervisor (if applicable) Date Jennifer Nash 11/14/2024 Department Head Date

HR OFFICE ONLY

Job Class: 7062 Job Title: Sr. Accountant Treasury Grade/Step: N11S /3

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 11.18.2024

BUDGET OFFICE ONLY

Position Control # 25300102 [checked] Org. 10125300

Funds Available: Yes No Object Code: 704000 [checked] 706000 706001

Comments: Requires BOC approval

Budget Reviewed: Date:

Resolution #: Board Authorized on Date: