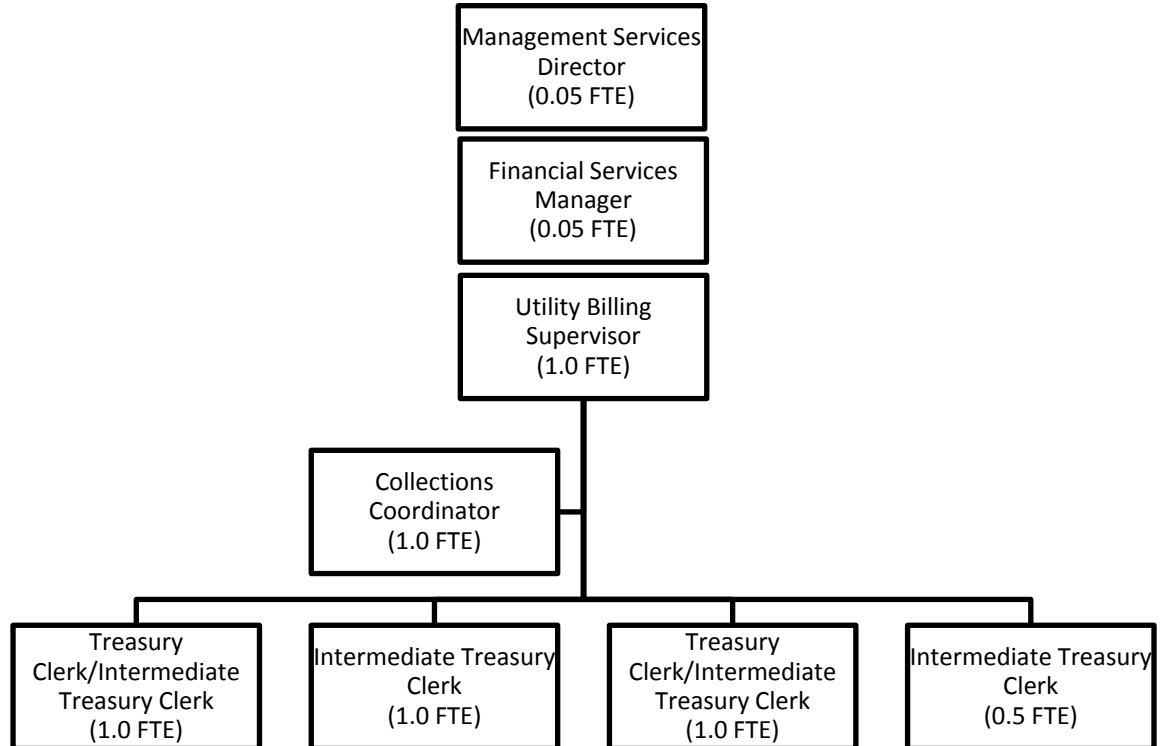
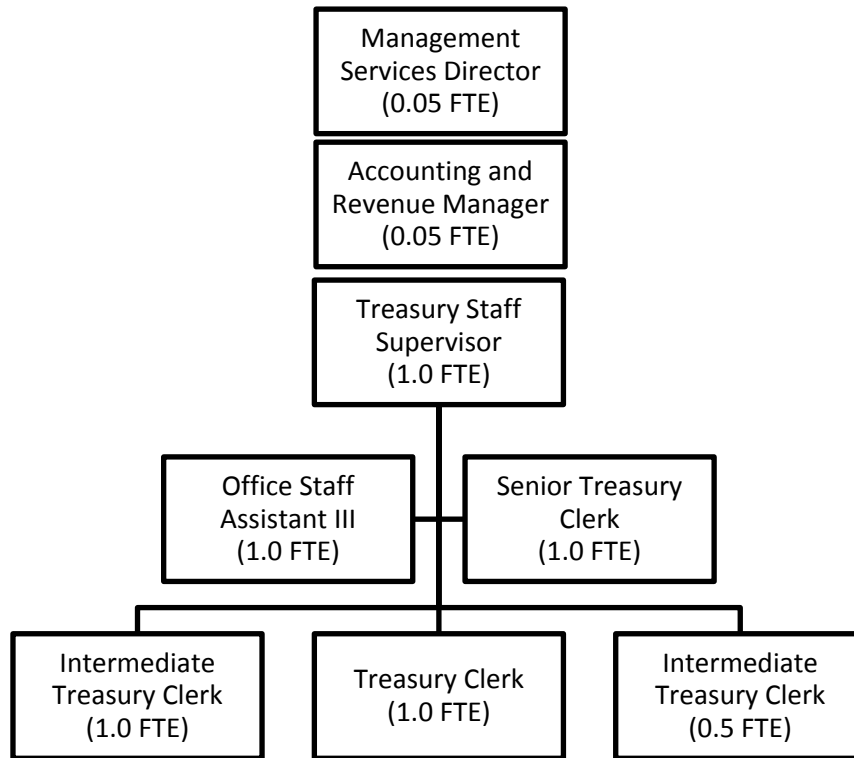


## Current Utility Billing Structure



The Utility Billing section has a budgeted total of 5.6 FTE in the Treasury/Utility Billing Division. The 0.5 FTE Intermediate Treasury Clerk is a 1.0 FTE funded equally between the Utility Billing and Treasury sections of the Treasury/Utility Billing Division.

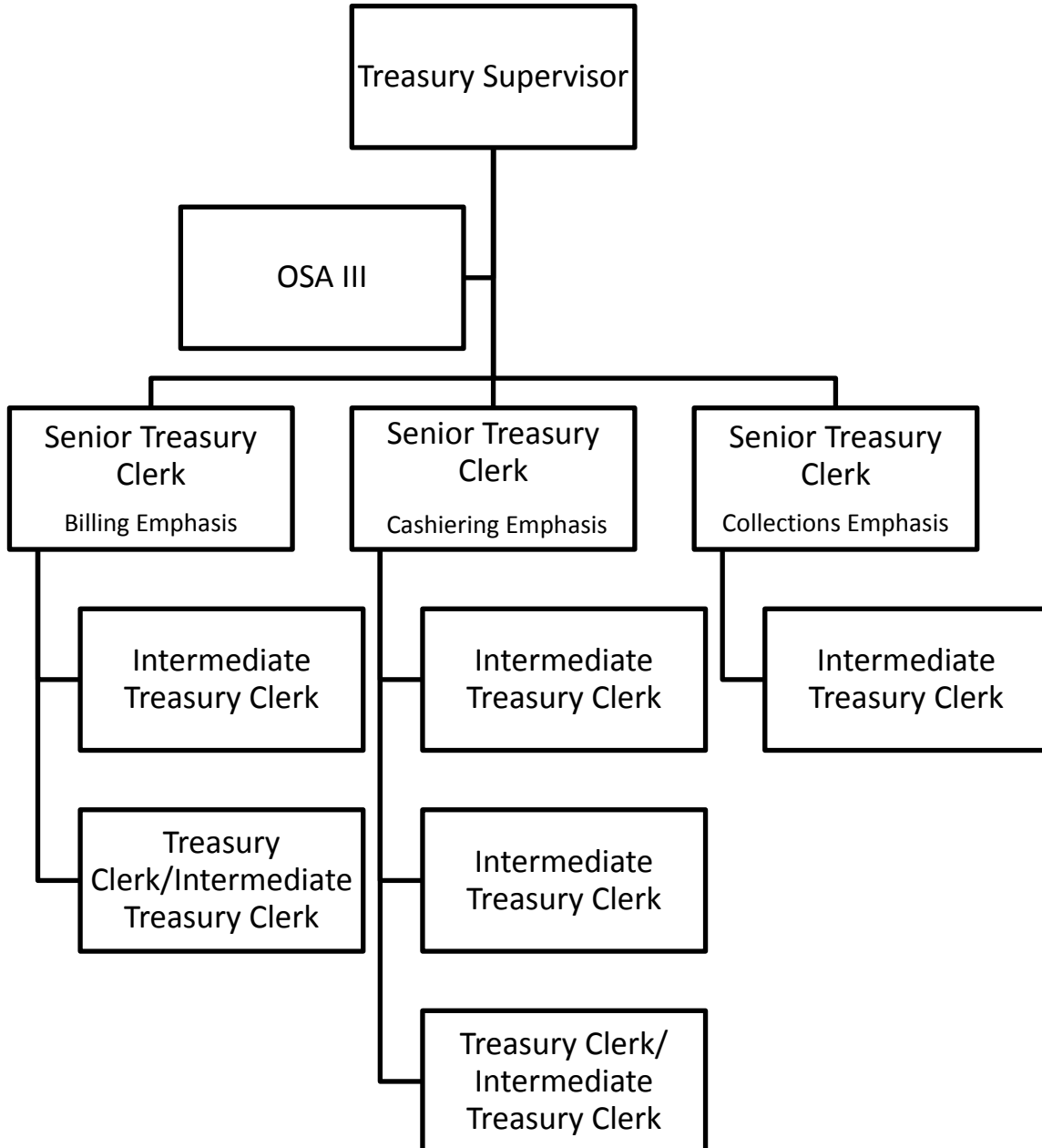
## Current Treasury Structure



The Treasury section has a budgeted total of 5.6 FTE in the Treasury/Utility Billing Division. The 0.5 FTE Intermediate Treasury Clerk is a 1.0 FTE funded equally between the Utility Billing and Treasury sections of the Treasury/Utility Billing Division.

# Proposed

Daily operational division of staffing



## Proposed reorganization

1. Delete Treasury Staff Supervisor
2. Delete Collections Account Coordinator
3. Change Utility Billing Supervisor responsibilities to include the entire Treasury function and retitle as Treasury Supervisor
4. Add two Senior Treasury Clerks to function as leads for the (1) Utility Billing function and (2) Utility Collections function
5. Train all Treasury Clerk and Intermediate Treasury Clerk Staff in all functions offered in the Treasury Division to increase daily and ongoing flexibility for staffing needs
6. Move Travel Advance and Reimbursement processing functions to Finance's Accounts Payable area to enhance internal controls

