

Proposal to Change Staffing in the BYM Accounting Office
Submitted to Interim Meeting by the General Secretary 03/23/19

BYM needs to fill the part-time Bookkeeping Assistant position as soon as possible to support the timely production of financial reports and information for BYM decision-making. The position has been unfilled since May 2018 when Emily Morgan resigned. Given the timing of Emily's departure and Margo's work and annual leave schedules, we staff decided not to fill the bookkeeping position for the remainder of 2018. However, this is not a sustainable situation for the long term. The 2019 personnel budget provides \$11,192 for a part-time (0.25 Full-time Equivalent (FTE)), hourly, non-exempt bookkeeping position.

However, before attempting to fill this position, Margo Lehman (Comptroller) and I reviewed the future needs of the accounting office and Margo's future career plans. We observed that much of the bookkeeping that Margo is now doing could be done at less cost by a bookkeeping assistant. Further, Margo would like to reduce her hours beginning in 2020 so that she can devote more time to other interests.

We also identified some additional long-term goals for the accounting office. We seek 1) to provide financial information in a more timely way to support BYM decision-making and management, 2) to make our accounting systems more efficient and seamless across program areas, and 3) to strengthen BYM's business continuity capacity in ways that allow staff to take earned annual leave and sick leave with minimal disruption to other operations.

With these goals in mind, we have developed this plan and the attached revised position descriptions for the Comptroller and the Bookkeeping Assistant. The plan is to hire as soon as possible a part-time, salaried Bookkeeping Assistant who will work an average of 22 hours per week (0.63 FTE). The attached Bookkeeping Assistant position description would take effect immediately. Margo would continue to work full time during 2019 while the new person is trained and oriented. Then, no later than January 1, 2020, Margo would reduce her work hours to 0.5 FTE. The attached Comptroller position description would take effect at this time. During 2019, we will work to achieve additional efficiencies in our operations as well.

This plan is being brought to Interim Meeting for approval because it will have an impact on the 2019 budget. During the training period in which Margo will be working full time and the Bookkeeping Assistant will be working approximately 0.6 FTE, the cost of BYM's accounting services will increase by an estimated \$10,000 to \$15,000 over what is currently budgeted for the two positions in 2019. (It depends on when a new bookkeeper can start work and what benefits they elect.) By 2020, however, after Margo cuts back her hours to half-time, we expect the salary and benefit cost of our accounting services to drop back down to at or below the current 2019 budgeted expense. We do not expect this change to increase the costs of BYM's accounting services over the long-term.