

**FINANCE DEPARTMENT**  
**(includes Purchasing and Treasury)**  
**Room 406, City-County Building**  
**608-266-4671**

FAX: 608-267-8705/266-5948 (Purchasing)  
FAX: 608-261-4241 (Payroll)

[finance@cityofmadison.com](mailto:finance@cityofmadison.com)  
[www.cityofmadison.com/finance](http://www.cityofmadison.com/finance)

**Mission, Goals and Objectives**

The Finance Department is functionally responsible for City-wide financial and management services including general accounting, financial reporting, enterprise resource planning (ERP) system management, internal audit, risk management, purchasing, payroll, budget development and implementation, data project coordination and analysis, economic development analysis, debt management, revenue and treasury services, and investment management. The Finance Department also provides staff support to the Room Tax Commission and clerical support to City agencies through the Administrative Support Team staff and services provided by the Document Services group.

**Administration**

David Schmiedicke, Finance Director 608-267-8710

Manages the staff, programs and functions of the Finance Department as outlined above. Develops and implements city accounting, budgetary, financial management and related administrative systems and programs. Provides financial evaluation of proposed legislative actions and economic development proposals. Reviews the annual borrowing requirements for the City and administers long-term debt issues.

Ashley Bannon, Administrative Services Supervisor 608-242-6006

Acts as the office manager for the Finance Department, providing advanced level administrative functions, payroll and HR administration, general office administration and executive staff support. Manages, schedules and supervises the Administrative Team and Document Services. Assists with Finance and Room Tax Commission meetings, creating agendas and minutes in Legistar.

**Budget and Program Evaluation and Data Projects**

Christine Koh, Budget and Program Evaluation Manager 608-267-4913

Responsible for the development, coordination and implementation of the City's annual operating and capital budget process. Develop trainings, communications, and educational materials related to the City budget. Facilitate the development of budget amendments with City agencies and elected officials. Staff to the Finance Committee.

Khadidiatou Dia, Budget Analyst 608-267-8706

Maggie McClain, Budget Analyst 608-264-2308

Robert Mulcahy, Budget Analyst 608-266-4007

Ryan Pennington, Budget Analyst 608-266-4050

Responsible for budget development, budget monitoring, and fiscal analysis for all City agencies. Each analyst is assigned a portfolio of City departments. Analysts' portfolios are available on EmployeeNet: [www.cityofmadison.com/employeeenet/finance/budget](http://www.cityofmadison.com/employeeenet/finance/budget)

Eleanor Anderson, Data & Innovation Manager 608-243-0185  
Lead and support citywide data governance efforts, including the development of data standards and best practices. Collaborate with City agencies on data analytics projects and other collaborative data efforts..

### **Accounting Services**

Patricia A. McDermott, CPA, Accounting Services Manager 608-266-4478  
Responsible for the development, coordination and implementation of the City's accounting and financial reporting systems including the City's ACFR. Serve as liaison to external auditors. Oversee the utilization and development of the City's Tyler-MUNIS enterprise resource planning (ERP) system in conjunction with I.T. staff and software providers. Develop and document accounting policies and procedures and evaluate current policies for adequacy and conformance with applicable governmental accounting standards and practices. Managerial responsibilities in the areas of general accounting, enterprise accounting and purchasing services, payroll, and fiscal management.

Randy Whitehead, CPA, Principal Accountant 608-266-4293  
General, CDA/Public Housing, Special Revenue, Trust and Agency Funds financial reporting and accounting. Accounts payable and receivables, inter-agency charges, City loan programs and grants. Supervises reception staff.

Cory Johnson, Principal Accountant 608-261-4286  
ERP Development, Coordination, Training, and Implementation services. Debt Services and Arbitrage compliance. Capital Projects, Special Assessments and Charges, Tax Incremental Financing accounting and financial reporting. Capital asset management and fiscal agent services for Public Health.

Coleen Lisauskas, Payroll Supervisor 608-266-9090  
Payroll processing including all employee reimbursements, election official pay, and assists with benefits management and administration. ERP payroll lead for system implementation, and training. Advisor to the Payroll Users Group. Responsible for administration of wage assignments and tax levies.

Mary Richards, Purchasing Supervisor 608-266-4026  
Proprietary Fund accounting and financial reporting. Procurement, centralized purchasing services, contract execution and administration. ERP purchasing lead for system implementation, and training. Administrator for the City's Purchasing Card Program. Advisor to the Purchasing Users Group.

### **Risk Management**

Eric Veum, Risk Manager 608-266-5965  
Administration of City Insurance Fund, Worker's Compensation Fund; management of liability and property insurance, loss prevention and other risk management functions and claims against the City. Provides light duty assignments.

Brad Lovell, Safety Coordinator 608-266-9128  
Provides technical assistance to management and to departmental/divisional safety committees in the area of occupational safety. Responds to concerns of employees and supervisors regarding their work environments, including ergonomics and general health and safety. Lead contact for Workers' Compensation questions.

Julie Fletcher, Risk Management Assistant 608-261-9668

Provides administrative and technical support for Risk Manager and Safety Coordinator. Approves and provides assistance regarding Certificate of Insurance forms and requirements for contracts. Answers inquiries about claims against the city and property insurance.

### **Document Services**

Julie Kaufmann, Document Services Leadworker 608-266-4280

Primary liaison between user agencies and Document Services staff. Document Services is a confidential internal resource to provide all agencies access to producing documents, spreadsheets, presentations, advertising materials, alternative formats, scanning text or pictures, website maintenance, and software support.

Britni Sass, Document Services Specialist 2 608-266-4280

Provides technical support to all agencies for producing documents, spreadsheets, presentations, advertising materials, alternative formats, scanning text or pictures, website maintenance, and software support.

### **Internal Audit and Grants**

The function is responsible for developing and administering the City's comprehensive internal audit programs including evaluating the internal control systems, the efficiency and effectiveness with which City's agencies perform its programs as approved by the Common Council, identifies ways to improve City services and operations, reduce, avoid, or recover costs; and make recommendations that strengthens and promotes city government accountability.

Kolawole Akintola, FCA, CIA, Internal Audits and Grants Manager 608-266-4421

Develop, administer, and oversee the City's Internal Audit and Grants program, which includes assessing and reporting on the efficiency and effectiveness of the City's internal controls systems, agencies programs, accuracy of financial records, and general operations.

Doria Rey, Enterprise Accountant 2 608-261-5538

Administer, maintain and report on the citywide grant policies, procedures, and internal controls in compliance with GAAP, OMB uniform guidance, GASB, and federal and state grant programs.

Allison Kittinger, Grants Writer 608-245-5778

Assist City's agencies in seeking out and providing information on grant funding opportunities, supporting in writing/reviewing of grants proposals, and liaising with grant funding sources and prospective grant-funded project partners.

Brandon Reinders, Accountant 3 608-245-5796

Execute performance and financial audits by developing and using advanced data-driven methods to independently analyze programs, functions, and systems of management to determine economy, efficiency, and effectiveness in business operations and applying accounting principles and standards to conduct assessments of complex financial reporting management and accounting practices to identify non-compliance, non-conformity with best practices, inconsistencies, and inaccuracies.

## Treasury

Craig Franklin, CPA, Treasury and Revenue Manager 608-266-6067

Establish policies and procedures in accordance with Wis. Statutes, 62.09(9) and Madison General Ordinances, Sec. 3.12 and Ch. 4 (where applicable).

Emily Anderson, CPA, Treasury Enterprise Program Supervisor 608-266-4772

Supervise Treasury staff. Maintain tax billing and room tax billing modules within Munis/ERP. Generate bills and coordinate printing and mailing with vendors. Assist with tax fund reconciliation and settlement process.

Brian Fowler, Treasury Accountant 2 608-266-4771

Perform bank reconciliation including follow-up with agency staff on missing/incomplete cashiering, accounts payable and accounts receivable transactions.

Michelle Reamer, Treasury Accounting Technician 3 608-266-4771

Property taxes: billing and collection; account balance information. Receipt processing: taxes, water/sewer, special assessments, license fees, parking fees and fines, etc. Dog and cat licensing, and bicycle licenses: applications, license fees and information.

## Contacts

Website	<a href="http://www.cityofmadison.com/treasurer">www.cityofmadison.com/treasurer</a>
Tax Roll Information and Payments	608-266-4771
Animal Licenses	608-266-4771
Mill Rates	608-266-4531 / 608-266-4771