



Mr. Adamshick met the educational requirement, and he listed one position on his application, Senior Accountant from August 1992 to May 2017. Official records indicate a different employment history. These records indicate that he was a provisional Chief Accountant from January 2017 to the May 2017 closing date; a Senior Accountant from March 1993 to January 2017; an Assistant Comptroller from May 1992 to March 1993; and a Senior Accountant from December 1989 to May 1992. None of his experience was accepted, and he was found to be lacking five years of applicable supervisory accounting experience in work involving the installation, operation and keeping of large scale systems of accounts.

On appeal, Mr. Adamshick argues that his work as a Senior Accountant includes direct supervision of the part-time Municipal Accountant, which he has done for approximately 10 years, including instructing him in the use of appropriate municipal accounting principles. Further, he states that he oversees the revenue recording and reporting process to ensure accuracy and provide instruction to resolve discrepancies as needed; oversees compliance by departments regarding reporting and spending of grant funds; acts as the Certified Municipal Finance Officer in their absence; plans and directs department level procedures for receipt and deposit of funds to ensure compliance with State Statutes and rules; oversees accounting controls and procedures with regard to department processes (budgeting, revenue receipt and grant administration); oversees and coordinates the entire cash management process, ensuring appropriate internal controls and developing enhanced procedures as required; provides instruction and training to employees to ensure compliance regarding accounting procedures; directly interfaces with external auditors regarding maintenance of the General Ledger and subsidiary accounting records and transactions during the annual audit; advises the Chief Financial Officer of the cash position and monitors investment rates and oversees investments across all funds; develops complex analyses of financial and accounting data through interaction with Department Heads across the organization, and assists and advises them regarding financial trends; and maintains numerous financial reports and develops plans of action based on the results of an analysis and discussion with the Chief Financial Officer.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception. *N.J.A.C.* 4A:4-2.1(f) provides that an application may be amended prior to the announced closing date.

The appellant was correctly denied admittance to the subject examination since he lacked the required amount of qualifying experience. Specifically, the experience requirements included supervisory accounting experience in work involving the installation, operation and keeping of large-scale systems of accounts. In order to get a comprehensive view of the duties of the position, the duties listed on the application also need to be considered. There, the appellant listed instituting and maintaining the Flexible Chart of Accounts, maintaining general ledgers, and preparing financial statements, which is accounting work. He also prepared bank reconciliations.

However, he included a host of other duties that are not involved in the operation of a large-scale system of accounts. That is, he prepared an annual debt statement; managed cash flow, controlling receipt and disbursement of funds for accounts, as well as short term investments of funds to enhance revenue; prepared the debt service portion of the annual budget; ensured compliance of operations with standards, including a detailed analysis of ordinances and resolutions for conformity with legal requirements; assisted with issuing debt instruments including bonds and bond anticipation notes; performed detailed tracking of expenditures to ensure compliance with the stipulation of the capital ordinances; cross-referenced revenues at the collection and departmental levels to ensure accuracy; analyzed factors which impact the municipal financial status and operations to facilitate budgeting, cost allocation, and investment transactions; developed cash flow projections and financial impact analyses to provide the fiscal foundation for decision-making; and developed and maintained a schedule of debt service payments to ensure timely payments of city debt. Further, if the appellant supervised an Accountant while in the title Senior Accountant, it is out-of-title work, which is not acceptable for a promotional examination. As to his provisional title, a Chief Accountant should be supervising supervisors along with other staff. Supervision of one part-time Accountant does not justify a Chief Accountant title. Additionally, the appellant's position appears to be misclassified. Accordingly, a classification review of the appellant's position is necessary to determine its proper classification. Therefore, the appellant lacks five years of applicable experience by the May 2017 closing date.

The appellant was denied admittance to the subject examination since he lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of the Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

**ORDER**

Therefore, it is ordered that this appeal be denied, and that the matter of the appellant's classification be referred to Agency Services for review.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 4<sup>TH</sup> DAY OF APRIL, 2018



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