



SHAWN DACE
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
CARA SPENCER
MAYOR



Tim Jeffries
BUILDING COMMISSIONER

Date: August 14, 2026

To: Classification and Compensation
From: Tim Jeffries – Building Commissioner

Subject: New Position – Budget and Board of Estimate and Apportionment

Funding Source:

1111.17.620003.510100.0000

Proposed Classification Title and Appropriate Class Coding:

Accounting Manager, Prefix Code 0, Class Code 1446, Pay Grade 217, Pay Schedule M, Overtime Code 1.

Proposed Pay Rate:

\$2,885.00 - \$3,961.00 Bi-Weekly

Updated Organizational Chart that Depicts the Position Including Reporting Relationships:
See Attached!!!

Number of Vacancies (Stating if a New or Replacement Position):

New Position. 1 Vacancy

Type of Appointment:

Full Time

Official Work Week:

Sunday 12 a.m. – Saturday 11:59 p.m.

Work Schedule

Monday – Friday, 8 a.m. – 5 p.m., Lunch 1 p.m. – 2 p.m.

Minimum Qualifications:

- Bachelor's Degree in Accounting or Equivalent (Master's Degree Preferred)
- A Minimum of 3 Years Accounting Experience
- Managerial Experience in Related Field (1 Year Minimum)
- Knowledge of Financial Budget Processes/Implementation
- Proficiency in Accounts Receivables, Payables and Grant Management



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- Working Knowledge of External Auditing and Reporting Practices
- Oracle Experience Preferred but Not Required

Equipment to Be Operated:

Standard Office Equipment (Computer Software, Hardware, Copiers and Equivalents)

Essential Functions:

Accounting Operations: Oversee transactional workflows (Accounts Receivable, Payable, Billing, Grants etc.), ensure workflow accuracy, establish operational priority, maintain timely processing and align goals with the Building Divisions mission. (40%)

Policy and Procedure: Develop, manage, implement and verify organizational procedures to protect company interest/assets. (15%)

Budget Analysis: Plan, price, propose manage and justify operational budget to meet efficiency measures, maximize value, reduce cost and meet goals. (20%)

Staff Oversight: Establish operational standards, expectations and feedback for supporting staff. Review performance on a periodic basis and offer recommendations/ratings on work performed. (10%)

Procurement: Process departmental contracts, create purchase orders/requisitions in Oracle, approve/reject payments and manage inventory/quality control. (15%)

Most Important Function/Percentage of Time Performing the Function:

Accounting Operations 40%

Classification of Titles of Employees to be Supervised:

Accountant I

Account Clerk

Administrative Assistant

Cashier

With the addition of the Accounting Manager position, the Building Division will be removing the 2 Office Assistant I positions from our TO.

Funding Source: 1111.17.620003.510100

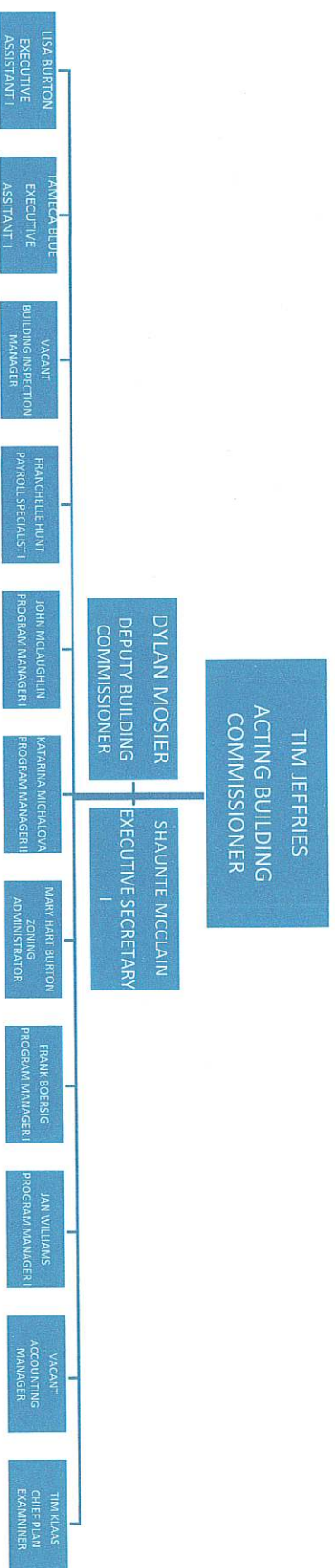
Proposed Classification Title and Appropriate Class Coding:

2 Office Assistant I, Prefix Code 0, Class Code 1122, Pay Grade 201, Pay Schedule G, Overtime Code 3.

Thank You for Your Consideration,

Tim Jeffries
Building Commissioner

DEPARTMENT OF PUBLIC SAFETY
BUILDING & INSPECTIONS
MANAGEMENT & ADMINISTRATIVE





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August 14, 2026,

Board of Estimate and Apportionment
1200 Market Street, City Hall
St. Louis, MO 63103

RE: Table of Organization Change

Honorable Members of the Board of Estimate and Apportionment:

The Building Division is requesting approval by the Board of Estimate and Apportionment to add positions and update our table of organization. Specifically, the Building Division requests to add an Accounting Manager (Code 1446, Grade 217M).

Attached is the Department of Personnel's approval of the position and the proposed table of organization. With the addition of the Accounting Manager position, the Building Division will be removing 2 Office Assistant I positions from our TO.

Based on Review of our current structure and the Building Division's budget, funds are available for this addition (funding source 1111.17.620003.510100.0000) I appreciate your consideration and respectfully request your approval of the following addition:

Addition

Accounting Manager
Prefix Code 0
Class Code 1446
Pay Grade 217
Pay Schedule M
Overtime Code 1

Removal

2 Office Assistant I
Prefix Code 0
Class Code 1122
Pay Grade 201
Pay Schedule G
Overtime Code 3

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Tim Jeffries".

Tim Jeffries
Building Commissioner



Mail

Chat

Meet

Accounting Manager Allocation

Inbox x

Wolfe, Owen

to Tim, Alexandra, Aaron, Andrea, Linda, Alexis, me

Good afternoon,

The Classification and Compensation Section has completed its review of the essential functions for the Accounting Manager position submitted for allocation. Based on the provided essential functions, the position are correctly classified.

For your reference, the Accounting Manager funding source is 620003-5101-1446 and the bi-weekly rate is \$2,829.00 (\$90,636.00 annually), which is the minimum for grade 217.

Please let me know if you have any questions or concerns.



Owen Wolfe | Human Resources Specialist (Senior)
Carnahan Building | 1114 Market Street
St. Louis | Missouri | 63101
Tel: 314.751.2222

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