



# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

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January 23, 2025

VIA EMAIL:

Honorable Mayor Shawyn Patterson-Howard  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

RE: REQUEST TO ADD A POSITION OF SENIOR ACCOUNT CLERK TO THE BOARD  
OF WATER SUPPLY

Dear Honorable Mayor Patterson-Howard:

The Board of Water Supply respectfully requests that legislation be enacted to establish the position of Senior Account Clerk within the Board of Water Supply. This position is essential to ensuring the department's compliance with mandated internal controls and to fulfilling the rigorous accounting requirements necessary to maintain the integrity of our financial operations.

Under the direct supervision of the Chief Accountant, the Senior Account Clerk will be instrumental in overseeing the daily accounting operations of clerical and technical accounting staff. Some key responsibilities of this position include:

- Proofchecking Daily Cash Entries: Ensuring the accuracy and integrity of all cash entries for the day.
- Deposit Reconciliation: Verifying the deposits by counting and reconciling cash received at the end of each business day.
- Facilitating Customer Requests: Managing customer service functions such as processing credit refunds, addressing misapplied payments, and reviewing requests to waive interest and penalties.
- Reviewing Entries: Carefully reviewing entries prepared by clerical and technical accounting staff

The addition of this position will significantly enhance the department's ability to maintain robust internal controls, as mandated by recommendations in previous audits. The Senior Account Clerk will also act as a safeguard against potential accounting discrepancies and ensure compliance with applicable regulations and policies. We believe that creating this position will reinforce the department's capacity to meet its financial oversight obligations effectively and improve overall operational efficiency.

This new position will have an annual salary of 59,630.87, Grade 7B Step 1. The necessary funds for this position are included in the Board of Water Supply's 2025 budget code 001-521-521002.

Thank you for your attention to this matter. Please do not hesitate to contact me if further information or clarification is required.

Respectfully submitted,

  
Carlton C. Spruill  
Commissioner



MOUNT VERNON  
THE GREAT AMERICAN TOWN