



CITY
OF
TOPEKA

**ADMINISTRATIVE AND
FINANCIAL SERVICES**

215 SE 7th Street, Room 358 | 368-3970

Ben Hart
Interim Director
Administrative and
Financial Services

Vacant
Deputy Director

Leigha Boling
Division Director

Theresa Steinlage
Payroll Manager

Joshua McAnarney
Budget Manager

Luis Matos
Procurement
Manager

**REPORTING/
ACCOUNTING**

- Compile the annual audit, quarterly and monthly financial statements
- Cash Management
- Manage Debt & Lease Obligations
- Accounts Payable
- Accounts Receivable
- General Accounting

PAYROLL

- Payroll Processing
- Leave Accruals
- Payroll Reporting

**BUDGET AND
PERFORMANCE**

- Lead the annual budget development process
- Lead the annual capital improvement plan process
- Long range forecast
- Administers the City's Performance program

PROCUREMENT

- Assist with all Request for Proposals
- Bid items for departments
- Manage the purchasing card process

THE TOPEKA ADMINISTRATIVE AND FINANCIAL SERVICES DEPARTMENT

Our mission is to provide accurate, timely, clear and complete financial information and support to city departments, citizens and the community at large.