



CITY
OF
TOPEKA

**ADMINISTRATIVE AND
FINANCIAL SERVICES**

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

Ben Hart
Interim Director
Administrative and
Financial Services

Josh McAnarney
Division Director
Finance & Budget

Leigha Boling
Division Director
Procurement & Grants

Accounting

Theresa Steinlage
Payroll Manager

Karisa Mueller
Budget Manager

April Hazen-Shaffer
Senior Grants Program
Administrator

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

GRANTS

- Grant writing and coordination
- Identify outside grant opportunities
- Manage grant tracking system
- Grant reporting and presentations

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.