

AGENDA ITEM 44

Discuss and take any appropriate action on creation of any new position(s).

No action was taken on this agenda item.

< Attachment >

Williamson County

Georgetown, Texas

DAVID U. FLORES
COUNTY AUDITOR



March 20, 2001

TO: John Doerfler
County Judge

CC: County Commissioners

FROM: David Flores
County Auditor

SUBJECT: Accounting for Road Bond Money Activity

Per your request, the following is offered for your consideration. To account for road bond money activity in-house is possible. We have the technology in place through Oracle to streamline the accounting process. The system allows for any detail of accounts you or any other user may require. This is important to know because the court is in a position to require constant monitoring and expect a full, complete, and *timely* accounting of all activity as it relates to the road bond money.

In order to meet the needs of the court, I would suggest that a position structured similar to the position now assigned to the Sheriff's Department be created and filled with an individual that possesses a background in accounting, who is supervised by this office but answers directly to the court and is solely designated to account for all special projects that the court deems necessary for auditing, accounting, and reporting.

The cost to be weighed would be salary, fringe benefits, and equipment and breaks down as follows:

Recommended Annual Salary	\$32,637	23/1
Fringe Benefits	9,400	
Equipment		
--Personal Computer	3,200	
--Phone	135	
--Desk/Chair	450	

I appreciate the opportunity to provide you with this information and would encourage you to call either Julie Kiley or myself if you require additional details.

JOB DESCRIPTION**POSITION IDENTIFICATION**

Job Title: Project Accountant
Department: Commissioners Court
Title of Supervisor: Financial Director
FLSA Status: Exempt
Positions Supervised: Does not supervise other positions.

JOB SUMMARY

To oversee all project related accounting; to coordinate with the commissioners, county judge, county engineer and other county personnel and consultants in the accounting and funding of capital projects; and to assist the Financial Director in the management of all related financial transactions for the county.

ESSENTIAL JOB FUNCTIONS

Evaluate all project expenditures and revenues and generate required financial reports to County Treasurer, County Auditor, County Judge, Commissioners Court, and other appropriate county personnel.

Responsible for ensuring the accuracy of all project related expenditures and revenues in Oracle General Ledger.

Responsible for the maintenance of all project related general ledger accounts and budgets in Projects module of Oracle Financial System.

Responsible for tracking all "project" related capital expenditures.

Audit and enter all project related invoices in Oracle Accounts Payable module.

Assist with GASB 34 requirements as pertains to purchase of capital items.

Prepare monthly and/or weekly reports to Commissioners and County Judge as to status of all project related funds.

Balance and reconcile the project funds in the general ledger and subsidiary accounts; examine all project accounting transactions to ensure accuracy; make corrections to project financial records as necessary.

Monitor project related budgets for each Commissioner and County Judge; research and analyze transactions to resolve budget problems.

Responsible for assisting in the preparation of monthly, quarterly, and annual financial reports in accordance with the Local Government Code.

Assist in the preparation of all project and capital expenditures to be reported in the Comprehensive Annual Financial Report (CAFR) for Government Finance Officers Association Certificate of Achievement Program.

Assist Purchasing Department with tracking of fixed assets as relates to projects.

Assist external auditors in compiling financial information for use in the annual audit.

Assist County Auditor and Financial Director with any other financial related research and information.

PHYSICAL REQUIREMENTS

Position primarily involves sitting at a desk or other workstation. Some bending, lifting, and stooping will be required. Position requires employee to communicate with the public and other county offices.

WORKING CONDITIONS

Work is primarily indoors in a climate-controlled building. During year-end, annual audit preparation and other sensitive activities, work outside of the normal work schedule will be required.

EDUCATION

Minimum requirement is a B.B.A. from an accredited college or university with major course in accounting.

EXPERIENCE

Minimum requirement is two years of accounting experience.

SPECIAL SKILLS, KNOWLEDGE, AND ABILITIES

Ability to interpret and act on knowledge gained from the local government code. Knowledge of the principles and practices of auditing, accounting, and finance; must possess good written and oral communication skills and have the ability to analyze complex financial records and identify errors; ability to maintain effective working relationship with county employees, officials, and the general public. Must possess good computer skills and a working knowledge of Microsoft Office and other related software packages. Oracle Software knowledge desired.

AGENDA ITEM 45

Comments from commissioners.

No comments from commissioners.

AGENDA ITEM 46

Discuss and take any appropriate action on parkland and road bond issues and 2000 certificate of obligation issuance.

No action was taken on this item, which will be postponed until Tuesday, April 24, 2001.

AGENDA ITEM 47

Discuss and take appropriate action on project selection criteria for roadways.

No action was taken on this item, which will be postponed until Tuesday, April 24, 2001.

COMMISSIONERS' COURT ADJOURNED AT 1:26 P.M. ON TUESDAY, APRIL 17, 2001.