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| REGULAR AGENDA |
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AGENDA ITEM 38

Discuss and take appropriate action regarding special projects auditor.

No action was taken on this agenda item, which will be added to the June 26, 2001 agenda.

< Attachment >

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title: Project Accountant
Department: Auditor's Office
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 39

Consider appointing a court member to outside audit selection committee.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To appoint Commissioner Limmer to the outside audit selection committee.

Vote: **3 - 0**

AGENDA ITEM 40

Consider the firm of Spencer-Godfrey for development of the 135-acre parkland tract on FM 397 at Taylor.

No action was taken on this item, which was added to the June 26, 2001 agenda.

AGENDA ITEM 41

Consider authorizing County Judge to execute Interlocal Agreement between Williamson County and City of Georgetown regarding reimbursement for Shell Road realignment.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To authorize County Judge to execute Interlocal Agreement between Williamson County and City of Georgetown regarding reimbursement for Shell Road realignment.

Vote: **3 - 0**

< Attachment >