

AGENDA ITEM 33

Discuss and take appropriate action regarding special projects auditor.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve the hiring of a Special Projects Auditor at grade 23, step 1 to work exclusively on road bond, Certificates of Obligation, and parks funds projects.

Vote: 4 – 0 with Commissioner Heiligenstein absent from the dais.

< 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.