

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.

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 34

Discuss and take any appropriate action concerning in-house liaison or inspector for capital projects.

No action was taken on this agenda item, which was tabled until further notice.

AGENDA ITEM 35

Discuss and take appropriate action on allocating person to drive van for dam maintenance (Brushy Creek dam), 33% WCID and 66% for Unified Rd. & Bridge.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To approve an entry-level corrections officer position to supervise and drive van for dam and road maintenance work crews.

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

AGENDA ITEM 36

Discuss and take any appropriate action on commissioners' court meeting for week of July 2, 2001.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To reschedule a Commissioners' Court meeting for July 3, 2001.

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

AGENDA ITEM 37

Consider canceling Commissioner's Court meeting of July 10, 2001.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To cancel the July 10, 2001 Commissioners' Court meeting.

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

AGENDA ITEM 38

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

Moved: **Commissioner Limmer**

Seconded: **Commissioner Hays**

Motion: To approve the firm of Spencer -Godfrey for development of the 135-acre parkland tract on FM 397 at Taylor, subject to approval of the contract by County Attorney Gene Taylor.

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

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