



Director
<p>Financial Document Maintenance, Prepare reports for depts. Account & Grant Management - Primarily Co & Other Fixed Assets Reports, Co & Hwy Capital Projects Maintain County Directory Vendor Database including Title VI. Assist Dept heads, committees, boards & commissions. Process & Award Bids & and coordinate Special Projects Main Supervisory Role including signing all necessary documents.</p>

Deputy Director
<p>Account & Grant Management - Primarily Schools, Prepare reports for depts. Supervisory Role, backing up director signing all necessary documents. Fixed Assesst Reports, Federal Projects & School Special Projects Maintain School Directory Vendor Database including Title VI. Secretary to the Finance Committee. Trustee Deposits, reconcile payroll bank statements. Assist Dept heads, committees, boards & commissions. Director & Deputy will help each other as needed for all functions.</p>

Accounts Payable Division	
Accounts Payable Specialist I	<p>Run daily errands to the courthouse, board of education & post office. Stamp all incoming documents on the backside & delivering to proper staff in boxes. Process accounts payable checks after they have been printed. Reconcile all accounts payable prepaid documents for audit which would represent 20% of all checks cut. Data Entry for Travel Reimbursements & non PO items. Assist other staff when possible & file as needed. Daily Server Data Back Ups</p>
Accounts Payable Specialist I	<p>Verification and data entry on all non-purchase order items, such as utility payments & travel claims. Print all Accounts Payable Checks and Process. Work with Staff County wide & Vendors for Reconciliation of Accounts. Reconcile all accounts payable prepaid documents for audit which would represent 20% of all checks cut. Run all monthly reports for departments. Maintain the finance department lobby, directing public traffic. Primarily answer the phone, directing calls to the correct finance personnel. Help proof documents, filing and other items as needed. Assist director, deputy director and HR director as needed. Assist payroll proofing, scanning & filing as needed.</p>
Accounts Payable Specialist I	<p>Maintain Accounts Payable for School Funds by research and verification & invoice data entry. Help maintain BOE PO liquidation. Work with BOE Staff & Vendors for Reconciliation of Accounts.</p>
Accounts Payable Specialist II	<p>Maintain Accounts Payable for County & Hwy Funds by research and verification & invoice data entry. Data entry for the following: Journal Entries (Apr.) Co & Hwy 31, will pick up schools (Apr.) 47, Cash Receipts (Apr.) Co & Hwy 65, will pick up schools (Apr.) approx 65. & possibly intercategory amendments which vary. Work with Staff County wide & Vendors for Reconciliation of Accounts. Help Maintain PO liquidation. Maintain GovDeal items for the Finance Dept.</p>
<p>These employees work together in accomplishing accounts payable for the entire county & fill in for each other when absent. The time in research and verification is an issue to consider in their work process, they spend approximately 60% of their time on this. They work as a team to address the finance dept's issues with Accounts Payable to address service and efficiency.</p>	

*** This Organizational Chart meets all Segregation of Duty Requirements

***All employee's help with the phone accept other task and duties as necessary for the function of the department.

***We all take turns filing, running errands & answering phone, when Lila is out.