



Finance Department

Mission Statement

In cooperation with other departments and agencies, to properly account for the transactions of the County, ensure that policies are followed; assist other departments in a planned and proactive manner. To provide timely month-end and year-end closing for internal & external users of county financials.

To promote, facilitate, and enhance safe, healthy, and positive working conditions, amicable resolution of differences, a consistent, cooperative and inoffensive work environment and hiring and promotion opportunities for all County employees. To provide timely, responsible, cost effective services, and information to our customers.

Activities

Process journal entries, accounts receivable and invoicing customers. Maintain County general ledger accounting system. Act as liaison between County and outside fiscal agencies. Monitor internal controls to ensure accuracy of financial records and ensure policies are followed.

Provide accounting support to all County departments. Monitor County's internal controls to ensure financial records are accurate.

Create, maintain and update procedures/instruction manuals for accounts payable and accounts receivable.

Strategic Plan Impact

✓ Internal Service Agency

The Finance Department is an internal service agency. The functions of this department are essential to the delivery of strategic services. The Finance Department provides accounting and human resource support to other county departments. They process vendor payments and bi-weekly payroll, maintain the general ledger system, manage employee benefit

Finance



programs, and among a host of other duties and responsibilities. These functions provide the information and statistics that county leadership uses to make decisions and allocate resources to accomplish the strategic plan.

Budget Adjustments

There are no major budget adjustments for 2021-2022.







This page intentionally left blank.