



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/11/18

Amended* Post Date: 12/14/18

The following documents are included in the packet for the Personnel Committee on December 13, 2018:

- 1) Agenda
- 2) Minutes from 11/8/18
- 3) Financial Manager Job Description
- 4) Resolution Eliminating Account Budget Coordinator position and Creating/Classifying Financial Manager Position
- 5) ***Additions from the County Administrator to the packet**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

*Date: Thursday, December 13, 2018 Time: 6:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI*

AGENDA

Committee Members

*Joe Gonyo
Robert Lyon
Robert Schweder
Curt Talma
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 11/8/18
5. Financial Manager Job Description
6. Resolutions/Ordinances
 - Resolution Eliminating Account Budget Coordinator position and Creating/Classifying Financial Manager Position
7. Committee Discussion
 - Future Meeting Dates: January 10, 2019 at 6:00PM
 - Future Agenda items for action & discussion
8. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Financial Manager

DEPARTMENT: ADMINISTRATION

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY ADMINISTRATOR

SUMMARY:

This is a professional, confidential non-union position. It is under the general supervision of the County Administrator. The individual in this position performs a variety of complex accounting, auditing and financial management responsibilities as delegated by the County Administrator. This position serves as the primary Financial Manager for the County. Responsible for highly classified and confidential data including but not limited to payroll and personnel information. Assists the County Administrator in development of the annual budget and process. Responsible for preparation of and suitable outcome of financial and cost allocation audits. Prepares and presents financial statements, related schedules, and reports for the County.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all departmental financial functions and reporting in coordination with designated staff and Department Director(s). Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs for County Board, Committee and audit review.
- Development, management and enforcement of County's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to Department Director(s). Coordinate with county departments and County Administrator on aspects of budget process, development and policy enforcement.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the county. Prepare any year-end accruals, budgetary adjustments and/or budget addendums as required. Monitor general operations to assure compliance with applicable laws, administrative directives, programs and policy requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Direct the county's annual audit process with the county auditing firm under the direction of the County Administrator.
- Recognize areas of county fiscal operations that are inefficient and develop new policies and procedures or recommend system design changes to promote efficiency.
- Establish provisions for the review of county operations and transitions that audit for and mitigate the risk for fraud.

- Process and audit invoices and credit card transactions for payment, identifying any transactions that are noncompliant with policy, fraudulent or otherwise outside the norm of county operations.
- Back up for payroll processing and personnel systems in the event the County Clerk's office is unable to perform these duties.
- Assist in the development and management of the county's internal management/data/financial systems and their coordination with the State and any other required outside systems.
- Attend local, regional, and state meetings, trainings and conferences beneficial to the financial operations of the agency.
- Develop and recommend for adoption various financial policies and internal control initiatives that protect county financial interests and prevent opportunities for fraud.
- Perform other duties as assigned by the County Administrator.

SKILLS AND ABILITIES:

Knowledge of general ledger accounting procedures. Computer familiarity and operational skills including Excel spreadsheets and other related software. Written, oral and interpersonal skills. Skill in researching, analyzing, interpreting and understanding complex guidelines such as financial, billing, accounts payable, payroll and audit requirements. Ability to facilitate a team environment and make decisions to meet required timelines. Ability to manage and prioritize diverse work responsibilities and develop organizational practices and procedures. Ability to promote a harmonious relationship with others, including but not limited to outside agencies and county departments. Ability to perform duties and follow policies and procedures independent of direct supervision.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Accounting OR an Associate Degree in Accounting with five or more years of relevant experience is required.

EXPERIENCE / JOB KNOWLEDGE: Experience in financial management, including governmental, audit, grants and general ledger accounting is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% of the time is spent in sedentary work activities in an office environment using computer equipment as well as other office machines. 15% of the time is spent moving between offices, attending state and regional meetings, trainings and conferences. 5% of the time is spent in low lifting activities (up to 10 pounds) or kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

06/17

RESOLUTION NUMBER -2018

**RELATING TO ELIMINATING THE ACCOUNT BUDGET COORDINATOR POSITON
AND CREATING A FINANCIAL MANAGER POSITION
IN THE OFFICE OF COUNTY ADMINISTRATOR**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of February, 2019, does resolve as follows:

- 1 **WHEREAS**, County Administration currently has a position designated as Account
- 2 Budget Coordinator; and,
- 3 **WHEREAS**, in January 2018 the Account Budget Coordinator and associated duties
- 4 were transferred to the Administration Department from the County Clerk’s Office; and,
- 5 **WHEREAS**, over the past few years and particularly subsequent to the transition of the
- 6 Account Budget Coordinator position to the Administration Department the duties and
- 7 responsibilities for the position have vastly changed and intensified; and,
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of February, 2019.

Joe Gonyo, Chair

Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Curt Talma

Corporation Counsel

Sue Wendt

9 **WHEREAS**, the Account Budget Coordinator's duties are split between Administration
 10 and the Highway Department (see attached fiscal note); and,

11 **WHEREAS**, countywide government budgeting, accounting, financial disbursements
 12 and reporting, fraud prevention and detection, financial policy development and
 13 enforcement, audit preparation and reporting has continued to become more
 14 complicated and more critical, and the Financial Manager will be responsible for
 15 performance and/or oversight of these duties and more.

16 **NOW THEREFORE BE IT RESOLVED** that the Account Budget Coordinator position in
 17 the County Administrator Office shall be eliminated and a Financial Manager position
 18 created effective January 1, 2019. (See attached job description.)

19 **BE IT FURTHER RESOLVED** that effective January 1, 2019 the Financial Manager
 20 positions in the Administration (ADM) and Health and Human Services (HHS)
 21 departments be designated in the comparable Pay Group 10 on the Green Lake County
 22 Wage Plan at the midpoint wage rate of \$28.77 with the costs covered by the savings
 23 generated due to the elimination of a part-time Health & Human Services position in FY
 24 2019. The wage costs for the Financial Manager - HHS are fully funded by Basic
 25 County Allocation (BCA) funding and tax levy. The Financial Manager - ADM is fully
 26 funded with Highway revenues and tax levy.

27 **FISCAL NOTE:**

FISCAL NOTE - PERSONNEL COSTS									
	POSITION TITLE	DEPT	RATE	HOURS	WAGE	FICA	WRS		TOTAL
	part-time Economic Support Worker	HHS							\$ (34,028)
	Financial Manager - current	HHS	\$ 21.07	2080	\$ 43,825	\$ 3,353	\$ 2,871		\$ (50,049)
	Account Budget Coordinator - current	ADM	\$ 23.17	1830	\$ 42,401	\$ 3,244	\$ 2,778		\$ (48,423)
	Account Budget Coordinator - current	HWY	\$ 23.17	250	\$ 5,793	\$ 444	\$ 380		\$ (6,617)
Per Resolution:									
	Financial Manager	HHS	\$ 28.77	2080	\$ 59,842	\$ 4,578	\$ 3,920		\$ 68,340
									\$ -
	Financial Manager	ADM	\$ 28.77	1830	\$ 52,649	\$ 4,130	\$ 3,537		\$ 60,316
	Financial Manager	HWY	\$ 28.77	250	\$ 7,193	\$ 565	\$ 484		\$ 8,242
	Est. retained savings from elimination of PT Economic Support Worker								\$ (2,220)

MARQUETTE COUNTY 2019 STEP-MERIT SCALE		Population: 15,404				
Pay Group	Job Title	Dept	Annual			
			Minimum	Market	Maximum	
N			\$63,856	\$75,130	\$84,531	
			\$ 30.70	\$ 36.12	\$ 40.64	
	Accounting Manager	ADM				

Pay Group	Job Title	Dept	Annual		
			Minimum	Market	Maximum
L			\$55,890	\$65,749	\$73,965
			\$ 26.87	\$ 31.61	\$ 35.56
	Financial & Business Manager	HS			

ADAMS COUNTY – Financial Manager \$27.50 - \$37.21
 Population: 20,875

WAUSHARA COUNTY – Financial Manager \$28.60 - \$36.78
 Population: 24,496

JEFFERSON COUNTY – Accounting Manager (Currently recruiting) Starting wage \$30.48
 **Population: 83,686

GREEN LAKE COUNTY: (Current)		Pay Group 12		
Population: 19,051		MIN	MID	MAX
Financial Manager – HHS	2019 Wage \$21.07 w/ P4P	\$20.41	\$25.52	\$30.62
Budget Coordinator – ADM	2019 Wage \$23.17 w/ P4P			

PROPOSED:

Financial Manager – HHS/ADM		Pay Group 10			
		MIN	97.5%	MID	MAX
		\$23.60	\$28.77	\$29.50	\$35.40

GREEN LAKE COUNTY CLERK'S OFFICE

TITLE: Account Budget Coordinator

DEPARTMENT: ~~County Clerk's Office~~

LOCATION: Government Center

REPORTS TO: ~~County Clerk~~

PURPOSE OF POSITION: Responsible for accounting and budget preparation for all County Departments. Work directly with county departments and auditor in all year end audit functions. ~~Assist with the performance of duties in the County Clerk's office including payroll processing and reports.~~

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Using the network computer for all County bookkeeping functions and budget preparation including accounts payable and receivable.
- Prepare monthly expenditure and revenue report and trial balances for departments and County Board. Prepare monthly trial balance and reconcile with the Treasurer.
- ~~Oversee the DNR automated licenses system and accounting and issuing dog licenses and tags to municipal clerks.~~
- ~~Duties related to the functioning of the County Clerk's office, i.e. secretarial, receptionist and issuing various licenses.~~
- Prepare annual departmental budgets for approval and publication under the supervision of the ~~Clerk.~~
- ~~Assist with the processing of payroll and monthly/annual reports.~~
- ~~Proficient in all aspects of elections and participate in the duties required of the County Clerk in administration of elections.~~
- Work with county departments to accumulate necessary reports and information for the County Auditor in preparation of annual audit.
- File annual state and federal reports regarding county finances.
- ~~As Deputy County Clerk Perform Constitutional functions in the absence of the County Clerk.~~

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting, would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 100% of the time is spent indoors.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy

TITLE: Account Budget Coordinator (continued)

KNOWLEDGE AND SKILLS REQUIRED: Six year accounting experience. Understanding and ability to following directions, understanding accounting and payroll related procedures and laws. Ability to type, do accurate accounting and understanding of computer operations. Ability to work cooperatively with other staff members and the general public. Understand of State and Federal laws pertaining to county government, elections and accounting. Must have initiative and be a self starter and be able to work with little or no direct supervision, must be tactful, courteous, helpful and friendly.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2012