



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 03/11/2019**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Meeting on March 14, 2019:**

- 1) Agenda
- 2) Minutes from 02/14/19
- 3) Resolution Eliminating Account Budget Coordinator position and Creating/Classifying Financial Manager Position



# 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, March 14, 2019 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: 02/14/19
5. Resolutions/Ordinances
  - Resolution Eliminating Account Budget Coordinator position and Creating/Classifying Financial Manager Position
6. Committee Discussion
  - Future Meeting Dates: April 11, 2019 at 6:00 PM
  - Future Agenda items for action & discussion
7. 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.**

**PERSONNEL COMMITTEE MEETING**  
**February 14, 2019**

The meeting of the Personnel Committee was called to order by Vice Chair Bob Schweder at 6:00 PM on Thursday, February 14, 2019 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	Robert Schweder	Absent:	Joe Gonyo
	Robert Lyon		Curt Talma
	Sue Wendt		
	Charlie Wielgosh (alternate)		

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Jason Jerome, HHS Director, Mark Podoll, Sheriff (6:10)

**MINUTES**

*Motion/second (Lyon/Wendt)* to approve the minutes of the 12/13/2018 meeting with no additions or corrections. All ayes. Motion carried.

**APPROVAL OF UPDATED GREEN LAKE COUNTY APPLICATION FORM**

HR Coordinator Nicole Geschke explained the new applicant tracking software and stated that the updated application is formatted for that. Discussion held.

*Motion/second (Lyon/Wielgosh)* to approve the updated application form. All ayes. Motion carried.

**RESOLUTIONS/ORDINANCES**

- **Relating to Closing Green lake County Government for General Business Operations on July 5, 2019**  
County Administrator Cathy Schmit explained the resolution. Discussion held.

*Motion/second (Wielgosh/Lyon)* to approve the resolution as submitted by the Administrative Committee and forward to County Board for final approval. All ayes. Motion carried.

- **Relating to Elimination of a CRS Aid Position and Creating a Representative Payee Specialist Position**  
HHS Director Jason Jerome stated the change in positions is due to a shift in job duties but involves no financial impact.

*Motion/second (Wendt/Lyon)* to approve the resolution as submitted by the HHS Committee and forward to County Board for final approval. All ayes. Motion carried.

- **Eliminating Account Budget Coordinator Position and Creating/Classifying Financial Manager Position**  
County Administrator Cathy Schmit explained the options as presented to the Committee. Discussion held. Vice Chair Schweder directed Schmit to remove the financial portion of the resolution and resubmit it at the next meeting for further review. No action taken on resolution as presented.

**FINANCIAL MANAGER JOB DESCRIPTION**

Discussion held. *Motion/second (Wendt/Wielgosh)* to approve the updated Financial Manager job description. All ayes. Motion carried.

**BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS**

- Employee Incentive – budget adjustment of \$1,970.99 paid to 4Imprint to gain credit card rewards.

*Motion/second (Lyon/Wendt)* to approve the budget adjustment and forward to Finance and County Board. All ayes. Motion carried.

- Drug Testing - \$294.00 transferred from Background Checks to Drug Testing due to higher number of new employees.
- Pre-Employment Physicals - \$583.00 transferred from Background Checks to Pre-Employment Physicals due to higher number of employees.

*Motion/second (Wielgosh/Lyon)* to approve both line item transfers as presented. All ayes. Motion carried.

**COMMITTEE DISCUSSION**


**Future meeting date: Regular meeting** – Next meeting date set for March 14, 2019 at 6:00 PM.

**Future agenda items:**

**ADJOURNMENT**

Vice Chair Schweder adjourned the meeting at 6:38 PM.

Submitted by,



Liz Otto  
County Clerk

DRAFT

**RESOLUTION NUMBER -2019**

**RELATING TO ELIMINATING THE ACCOUNT BUDGET COORDINATOR POSITION  
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 March, 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. -2019

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of March, 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; 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 is 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 approved 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.

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** Financial Manager

**DEPARTMENT:** ADMINISTRATION

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** COUNTY ADMINISTRATOR

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### **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.