

**Director (Andrea Smith)**

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.

**Deputy Director (Cindy Latham)**

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.**

**Human Resource & Risk Management**

**Annette Sisk** Maintain Employee Database for Co & Hwy,  
 Assist Dept Heads with Hiring & Staff Dev Process, Job Descriptions, etc.  
 Employee Benefits Management & Yrly Benefit Statement,  
 Workman's Comp for School & Occupational Accident for Co & Hwy,  
 OSHA/MSHA Employer Management, FMLA  
 County & School Risk Management, Liability Insurance Management  
 HR Title VI Coordinator, Update LGC for Finance Website (HR & Payroll).

**Payroll Division**

**Jenny Phillips** Insurance Admin all payrolls, School Classified Payroll, Liabilities & Payroll Deductions  
 all payrolls, LTD/Life. Assign County Directory Purchase Orders. Assist with Bids and  
 Bidding Process.

**Heather Morgan** Insurance(Co & Hwy Admin), All Co & Hwy Payrolls & New Hire Processing. Process  
 Election Worker Payrolls. Maintain leave accruals.

**Patty Custer** ACH/Taxes & Reports for all Payrolls, Retirement Specialist, School Cafeteria &  
 Certified Payroll, Salary Payrolls. Daily maintenance of accounts payable and payroll  
 check reconciliation, monthly Non-Payroll Bank Reconciliation.

**Hwy - Weekly (25 Emp) & Monthly Payroll (4 Comm) Average 116 PR Dir Dep per mo**  
**County - Bi-Weekly (150 Emp), Bi-Monthly (25 Emp) & Monthly (40 Emp) Average 471 PR Dir Dep.**  
**Schools - Bi-Weekly (60 Emp), Monthly (800 Emp), Substitute (70 Emp) Average 1791 PR Dir Dep**  
**per mo.**  
**Generally There are 2 - 3 Special Payrolls ran monthly, Longevity, COCTP & School Related.**  
**These PR result in processing of approximately 794 invoices and 649 Accounts Payable checks to**  
**cover these invoices. Also processing approx 1,174 W-2s at year end.**

**These employees, help each other with each payroll process as to comply with segregated duties &**  
**cross training. There is literally a payroll & liability process running every day of the month. They**  
**maintain the Imageease files, scanning all time sheets & personnel files. They work as a team to**  
**address the finance dept's issues with service and efficiency.**

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**Accounts Payable Division**

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

**Lila Wilkinson**

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.

**Cindy Marshall**

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.

**Amy Smith**

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.

**Becky Cowan** Maintain GovDeal items for the Finance Dept.

**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.**

\*\*\* 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.