

CLARK COUNTY  
STAFF REPORT



DEPARTMENT: Treasurer's Office

DATE: July <sup>22</sup>~~23~~, 2014

REQUEST: Approve Request to Delete one Accounting Assistant III (TRS0014) and Add one Accountant; Delete one Financial Program Manager I (TRS0025) and add one Sr. Management Analyst

CHECK ONE:  Consent  CAO

**BACKGROUND**

The Treasurer's Office is requesting approval to restructure its organization to ensure continuity of services, efficiency and accuracy of financial transactions, while safeguarding public funds.

Financial Services Team

This team manages the cash and cash equivalent assets of the County and junior taxing districts including schools, fire districts, ports, cemeteries, and libraries, and other government agencies. Assets include bank accounts, investments, debt, and trust accounts. Currently, the Treasurer's Office processes transactions for over 400 funds. Services provided include cash management, general ledger reconciliations, and financial reporting. Cash management responsibilities include daily liquidity determinations and bank statement reconciliations; payroll and payroll withholdings; disbursements and bank transfers; warrant clearing account reconciliations; and processing positive pay exceptions. The team provides daily bank reconciliations to ensure all county financial transactions are processed and accounted for timely and accurately, and provide monthly and annual financial statements junior taxing districts and County funds.

The department is requesting a position to assist with these duties and provide adequate and ongoing backup capability to ensure that daily responsibilities are accomplished accurately and on time. These responsibilities more appropriately fit within the Accountant classification.

Tax Services Team

This team collects all property taxes and real estate excise taxes. The team has two distinct sections; customer service and data management. The department is requesting a position to manage the annual levy bill creation process, special assessment import and billing, department workflows and programs (e.g., delinquent payment plans, collections, payment imports, and tax refunds), manage all electronic data, and provide support to ongoing tax service revenue and expense budgeting. This position will also work directly with the Assessor's Office to ensure the levy certification process balances appropriately with the taxes generated and billed each year. These responsibilities more appropriately fit within the Senior Management Analyst classification.

Human Resources has reviewed and supports this request.

**COMMUNITY OUTREACH**

There were no community outreach efforts specific to this request.

**BUDGET AND POLICY IMPLICATIONS**

The deletion of one (1) Accounting Assistant III (TRS0014) and one (1) Financial Program Manager I (TRS0025), and addition of one (1) Accountant and one (1) Senior Management Analyst will result in a savings of \$1,528 for the 2013/2014 biennium and \$7,333 savings for the 2015/2016 biennium.

*Handwritten signature*  
OK  
yjt

**FISCAL IMPACTS**

Yes (see attached form)

No

**ACTION REQUESTED**

Approve request to delete one (1) Accounting Assistant III (TRS0014 and Add one (1) Accountant; Delete one (1) Financial Program Manager I (TRS0025) and add one (1) Senior Management Analyst, effective August 1, 2014.

**DISTRIBUTION**

Doug Lasher, John Payne, Michael Fish, Larry Frueh – Treasurer's Office  
Francine Reis, Kathi Curtis, Jeremy Hammrich – Human Resources

  
\_\_\_\_\_  
Doug Lasher  
Treasurer

Approved:   
\_\_\_\_\_  
CLARK COUNTY  
BOARD OF COMMISSIONERS

July 22, 2014  
SR 161-14

**Part III: Estimated Expenditures**

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
General Fund	2	-1,528	-1,528	-7,333	-7,333		
All other funds combined							
<b>Total</b>	2	-1,528	-1,528				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	-1,528	-1,528	-7,333	-7,333		
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>	-1,528	-1,528	-7,333	-7,333		

# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – The Treasurer’s Office is requesting approval to restructure its organization to ensure continuity of services, efficiency and accuracy of financial transactions, while safeguarding public funds.

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## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
<b>Total</b>						

II. A – Describe the type of revenue (grant, fees, etc.)

