

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Director

DATE: February 10, 2025

SUBJECT: 2025 Work Plan – Finance Director

STATEMENT OF ISSUE:

An opportunity to discuss the Finance Work Plan for 2025.

ANALYSIS:

The finance manager's role is to oversee many aspects of financial transactions within the County government for compliance, best practices, and maintain controls as specified as Generally Accepted Accounting Principles (GAAP) and the SAO BARS Cash Manual. In addition, currently overseeing Munis Financial General Ledger and budget management.

FISCAL IMPACT:

None

REVIEWED BY:



Mark McCauley, County Administrator

2/6/25
Date

2025 WORK PLAN

JUDY SHEPHERD, FINANCE DIRECTOR





A quick look back

2024 GOALS

- ✓ **2025 ORIGINAL MID-BIENNIUM BUDGET AMENDMENT**
 - ✓ **2025 BUDGET SALARY PROJECTIONS**
 - ✓ **MUNIS CONTRACT MANAGEMENT**
- ✓ **CONTINUE TO DEVELOP GRANTS ADMINISTRATION COUNTYWIDE**
 - ✓ **GRAVITY BUDGET BOOK IMPLEMENTATION**

COLLABORATIVE WITH AUDITOR'S TEAM

- ✓ **2023 ANNUAL REPORT – NO FINDINGS**
- ✓ **TRAVEL POLICY UPDATE COMPLETED**
 - ✓ **PAYROLL TEAM GROWTH**
 - ✓ **ESS VIEWING CAPABILITY**
- ✓ **AP TECHNICIAN – NEW HIRE, COURTNEY WELLS**

2024 Accomplishments

2025 WORK PLAN

...and tasks are
away for the future
that to **focus** on the
start his new plan
...of ...
...consider, ...

COUNTYWIDE FINANCIAL TEAM GROWTH

- **FINANCIAL TEAM WITHIN THE COUNTY OF ACCOUNTING PROFESSIONALS**
- **PROVIDE MENTORSHIP OF NON-ACCOUNTING PROFESSIONALS PERFORMING ACCOUNTING TASKS**

DEVELOP ~ TRAIN ~ SUPPORT

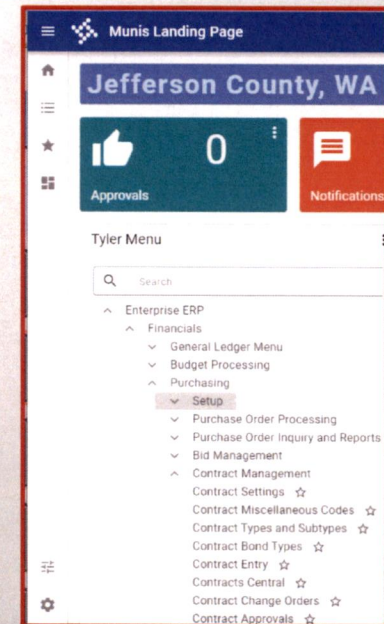
BUDGET

- **MOVE TO ANNUAL BUDGET WITH BOARD APPROVAL**
- **NEW BUDGET PROCESS FOR FUNDS**
- **CREATE MORE MEANINGFUL BUDGET CONTENT**
- **IMPLEMENT GFOA BUDGET STANDARDS FOR REPORTING**
- **STAY INFORMED ON THE LEADING FACTORS OF THE ECONOMY GOING INTO 2026**

Better Budgeting

MUNIS

- **EXPLORE JOB COST, ASSET MANAGEMENT WITH INTERESTED DEPARTMENTS**
- **TRAIN DEPARTMENTS TO USE CONTRACT MANAGEMENT**
- **CONTINUE TO REFINE AND STREAMLINE PROCESSES, MAINTAINING INTERNAL CONTROLS STANDARDS**



UTILIZE MUNIS ERP

VIDEO TRAINING

Begin setting up training videos:

- **Travel**
- **Workflow Approver**
- **Munis How-To**

IMPROVE SKILLS

PERSONAL GOALS



TRAIL BLAZING