

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Manager

DATE: February 12, 2024

SUBJECT: 2024 Work Plan - Finance

STATEMENT OF ISSUE:

The County Finance Manager has been asked to brief the Board of Commissioners on her Finance Work Plan for 2024.

ANALYSIS:

The Finance Manager's role is to oversee many aspects of finance within the County government including systems, forecasting, compliance, best practices, and internal controls as specified in GAAP, Generally Accepted Accounting Principles and the SAO BARS Cash Manual. In addition, the Finance Manager is currently overseeing the Munis Financial & Payroll System as Project Manager.

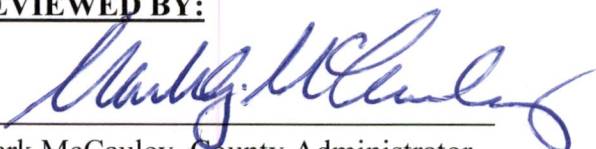
FISCAL IMPACT:

None.

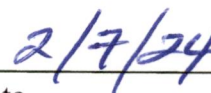
RECOMMENDATION:

Listen to the presentation, ask questions and provide guidance, if any.

REVIEWED BY:



Mark McCauley, County Administrator



Date



2024 WORK PLAN

Judy Shepherd, Finance Manager

A computer monitor with a black frame and a light blue screen. The screen displays the text "A quick look back" in a large, black, sans-serif font. The monitor has a black stand and a black base with five small, circular buttons.

A quick look back

2023 Goals

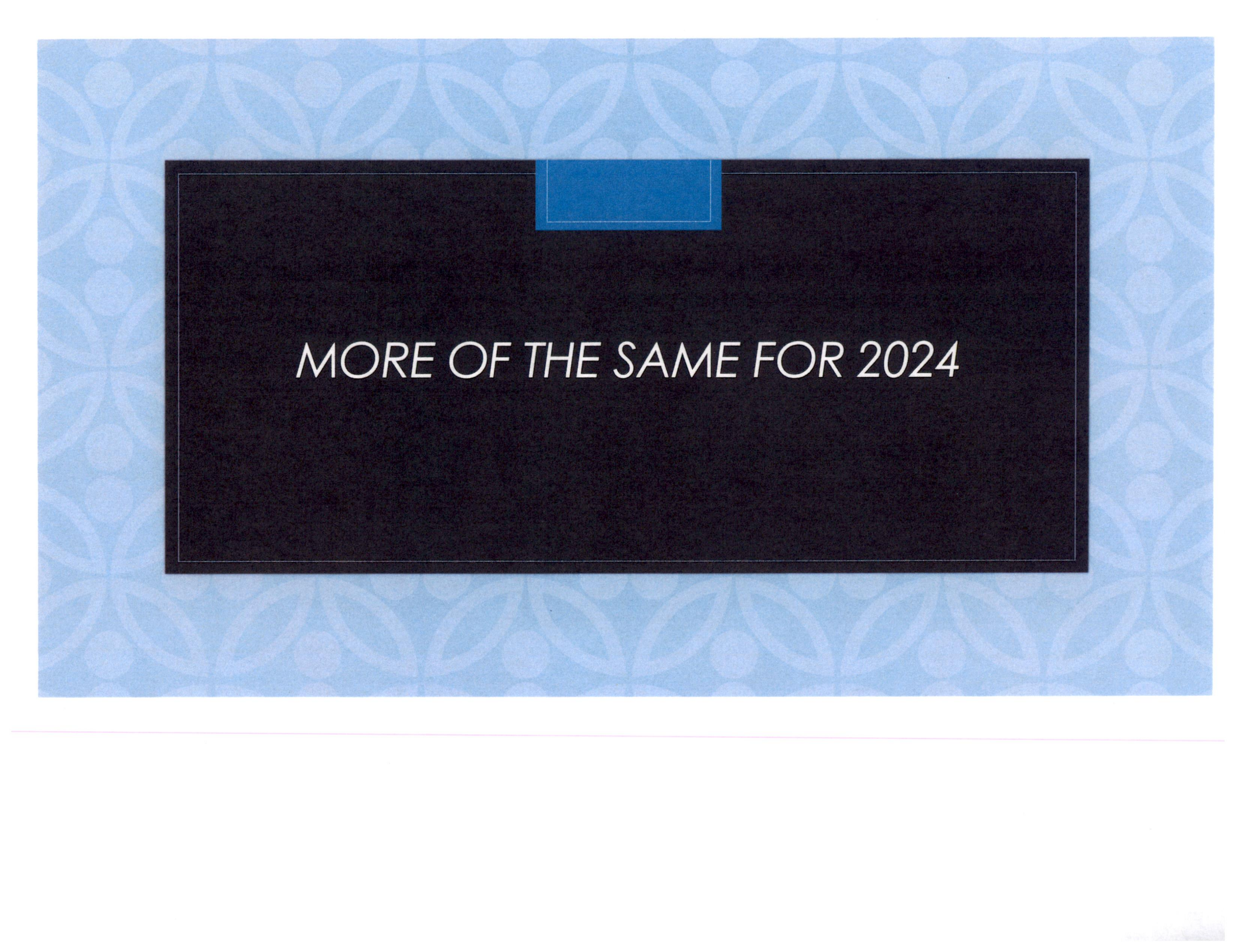
- ❖ Build a Strong Accounting Team.
- ❖ Employee Self Service
- ❖ Munis Grants Management
- ❖ Annual Report & SAO Audit
- ❖ Lunch & Learn for Financial Topics
- ❖ Personal Goals



A quick look back

Collaborative Accomplishments

- ❖ Weathered storms following payroll implementation.
- ❖ New Travel Reimbursement form and Travel Policy including all departments to meals per diem.
- ❖ Increased payroll team from one to three employees.
- ❖ Cross trained additional staff for accounts payable.
- ❖ Improved communications between HR & PR Teams.
- ❖ Assisted other departments with hiring & training.



MORE OF THE SAME FOR 2024

Strong Accounting Team Growth



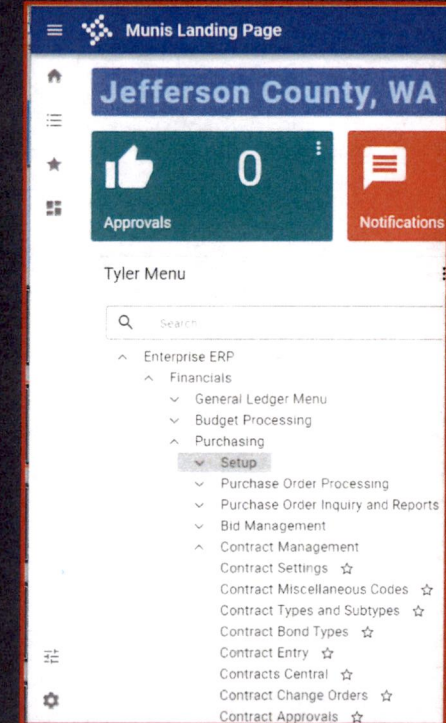
- ❖ Continue to promote well-being among staff.
- ❖ Develop staff to foster relationships throughout the County and continue to build trust.
- ❖ Focus on professional development.

Munis Modules

Employee Self-Service

Contract Management

Grant Management





Office of the Washington State Auditor

Pat McCarthy

CONTINUE WHAT WE STARTED IN 2023...

- ❖ No Findings by SAO.
- ❖ Complete audit by Federal deadline 9/30.
- ❖ Improved cash balancing.



TRAINING

- ❖ MUNIS Workshops
- ❖ Travel Policy Workshop
- ❖ AP Workflow Approver Workshop
- ❖ Budget Workshop



PERSONAL GOALS



- ❖ IMPROVED BUDGET PRESENTATIONS
- ❖ MUNIS CUBES & SSRS PROFICIENCY
- ❖ NEW & UPDATED POLICIES

- ❖ IMPROVE HEALTH & WELLNESS – BODY/SOUL/SPIRIT
- ❖ HAVE MORE FUN !!!

Workshop Trainings

Employee Self-Service
Contract Management
Grants Management

Personal Goals

H₆ O₃ P₁ E₁

Strong
Accounting
Team Growth

SAO – Continue in 2024