MEMORANDUM

Date: **September 10, 2020**
To: **Davis County Budget Committee**
From: **Heidi Voordeckers**
Chief Deputy – Clerk/Auditor
RE: **New Part Time Finance Position – Accounting tech II**

Summary: The finance division of the Clerk/Auditor's office has taken on several new responsibilities with the launch of the Tyler financial system. The Auditing staff have been heavily involved in the set up and implementation of the program, as well as process re-engineering and training and support of departments. These efforts have resulted in achieving appropriate levels of internal controls that are consistent and expected from an organization the size of Davis County.

While we've been able to redistribute assignments to accommodate the additional workload, the office struggles tremendously with coverage when employees take time off. For the 2020 year to date, the team of 8 has been down the equivalent of 2/3 an FTE due to time off requests (with only 3 of 114 days taken off being COVID related). We are currently at capacity and unable to take on any new initiatives (although several exist) until we can address staffing shortages.

Proposal: The finance division of the Clerk/Auditor's office is proposing to hire a part-time, non-benefitted Accounting Tech II to provide additional coverage to allow the team to keep pace with existing and new projects. These projects, which are currently stalling out, include:

- Travel/Expense program development
- W-9 audit
- Monthly balance sheet reconciliations and closing processes
- GFOA budget presentation submission
- PAFR development
- Policy development and training

Costs of the proposal: The cost of this request (both wages and benefits) through the end of 2020 is approximately $7,920, which would be covered by the existing payroll budget. In 2021, the cost of the new part-time position for the entire budget year is approximately $19,500.

Benefits of the proposal: The department would greatly benefit by having renewed ability to move forward with critical initiatives. One of the disadvantages to the current structure is the backfilling by management level positions to provide the necessary coverage for day to day functions. This is not an efficient or optimal way to run the finance division on a routine basis. Additionally, the finance division anticipates the retirement of a current Accounting Tech II position in May of 2021, and the expectation is that this new part-time position would assist with business continuity during that transition.

I welcome any questions you might have and appreciate your consideration of this proposal. Please feel free to contact me with any questions.