MEMORANDUM

Date: February 14, 2022

To: Budget Committee

From: Mark Altom, Davis County Treasurer

RE: Request to add a full-time Accountant II position to the department personnel

Summary:

Proposal: After discussing the needs of the Treasurer's office with Human Resources and others who participate on the Budget Committee, I propose adding an Accountant II position to the Treasurer's personnel.

Costs of the Proposal: *Benefits: approximately $41,270*
Salary: Mid-Range of Grade 20: $67,139

Benefits of the Proposal:

- Timely reconciliation of the Tax Collector bank and PTIF accounts by the Treasurer staff. This includes reconciling deposits from the Treasurer and Assessor offices for Real and Personal property tax collections and distributions. In addition to regular deposits processed by the Treasurer and Assessor staff, there are a number of transactions processed for both the Treasurer and Assessor offices through online payment portals.
- More efficient office coverage for MUNIS payment entry, cash disbursement journal, check reconciliation and file transfers. In addition, this would include uploading positive pay files to our bank to prevent fraud. This coverage would include cross-training of all other full-time employee duties in order to complete daily office processes when there are vacations or sick leave time off. This more efficient coverage also includes dual custody processes for our bank's secure online portal for online wire transfers and county employee user administration. In addition, the position would be trained to process other online payments, including the current Forte online portal and Wells Fargo's eBox BillPay processing.
- Improved bankruptcy filing management. We have attempted to use a part-time employee, however, bankruptcy management needs a full-time employee to manage the receiving bankruptcy notifications, making sure we filing the correct documents timely, and tracking payments received from the Trustee when payment are sent to the Treasurer. Some of the bankruptcy is supported by and coordinated with the Civil Attorney Division of Davis County.
- Supervision of the new in-house ACH payment processing system. Davis County allows taxpayers to make property tax prepayment and the final payment through ACH payments. In the past the Treasurer contracted with a private vendor to process these payments. After discussion with Information Systems that the Davis County computer system is secure and we can do this processing on our own and save several thousand dollars each year by processing these payments in-house.
- Assistance with responses to the Government Records Access Management Act requests.

Many of the above duties listed for the Accountant II position would be shared with the Treasurer and the Chief Deputy Treasurer. The function and duties of the position with be managed by coordinating the assignments.