

For Recording Stamp Only



Deschutes County Board of Commissioners
1300 NW Wall St., Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

MINUTES OF DEPARTMENT UPDATE - FINANCE

DESCHUTES COUNTY BOARD OF COMMISSIONERS

WEDNESDAY, APRIL 22, 2015

At the April 22, 2015 Board Meeting, four Finance Department employees were asked to introduce themselves discuss their job duties to the three County Commissioners (Anthony DeBone, Alan Unger and Tammy Baney), as well as Tom Anderson, County Administrator. Below is a summary of the duties discussed:

Lacy Nichols – Payroll Technician:

- Processes approximately 1,000 direct deposit/checks each month
- Reviews work product from each department for accuracy, contract compliance and FLSA laws
- Works with Department Heads, Administration and Personnel regarding payroll issues/questions
- Applies and interprets six union contracts as well as a large group of non-represented employees
- Prepares quarterly tax reports for Federal, State and Bureau of Labor
- Prepares and distributes W-2's
- Keys all employee payroll changes
- Functions as the Office Manager for the Finance Dept. as well as an assistant to the Finance Director

Christina Partain - Accounting Technician:

- Prepares daily, monthly and quarterly bank reconciliations
- Provides Treasurer with daily cash report
- Processes receipts for Transient Room Tax and Local Improvement District payments
- Monitors for inaccurate and late payments & issues penalty notices as applicable
- Creates and maintains County asset database containing both Capital and theft sensitive assets
- Tracks construction projects and determines capital expenditures
- Processes Health Benefits, Workers' Compensation and Justice Court payments
- Serves as the Accounts Payable back-up when needed

Robin Ingram – Accounting Clerk III

- Works at the Finance Department front counter Dog Licensing window
- Processes approximately 20,000 dog licenses per year
- Works in partnership with Animal Control, County and City Law Enforcement as well as two local Humane Societies
- Coordinates with seven local veterinarians who issue first time dog licenses
- Processes daily departmental deposits and assists Cheryl with preparing bank deposits
- Spends a great deal of time assisting the public by giving directions and assisting with questions

Cheryl Circle – Revenue Accounting Supervisor

- Processes Room Tax collections
- Maintains banking relationships
- Processes accounts receivable for road assessments and land sale contracts
- Supervises Dog Licensing and creates annual budget for that department
- Coordinates staff for the Annual County Fair
- Assists Finance Director with Investments

DATED this 27th Day of July 2015 for the
Deschutes County Board of Commissioners.

Anthony DeBone
Anthony DeBone, Chair

Alan Unger
Alan Unger, Vice Chair

Tammy Baney
Tammy Baney, Commissioner

ATTEST:

Bonnie Baker
Recording Secretary