

During the period from October 23rd to November 7th I was on approved vacation leave. However, I continued to prioritize professional development to key responsibilities both prior to and upon my return.

I attended three webinars this month, The Parliamentary Procedures, Meeting Minutes and Financial Capacity Part 1. These are a little over my head as I'm still learning but it did provide some valuable insight in conducting orderly meeting minutes and maintaining accurate records. I've completed the monthly bank reconciliation and ensured our financial records are accurate and up to date. I've also completed a step-by-step Payroll instruction with pictures. I am particularly grateful to Missy, she ensured our bank accounts were well organized and ready before my return and all invoices were entered into QuickBooks, which greatly facilitated this process.

I am currently working on updating the City of Aniak's contacts for our retirement eReporting to ensure compliance and accuracy in our records, a project called The Essential Air Service program, seeing what Aniak's status is. This will help lower the cost of traveling for all our residents. I am also working on the wording/ draft of the Utility rates and definitions per the council's request.

I am identifying areas where I am facing challenges and focusing on improvement such as the Pers retirement website (entering employees' retirement after payroll), learning how to keep up with the City's Finance email and developing a tracking system that tracks leave without pay for full time employees with in the last two years.

It's been very productive these past few weeks for operational tasks and professional growth. As I continue to improve my skills in payroll and reporting management, I am committed to strengthening our financial practice for the City of Aniak. Again, thank you Missy for preparing the bank accounts, making my return to the office much smoother.

- Maciel John