

Finance Department

October 2021 Department Report

- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Submitted Items to auditors
- Monthly grant management
- Closed out completed grants
- Attended meetings with City Manager and employees on planning on current and incoming grants
- Attended meetings with City Manager discussing finances
- I am working on cross training Angela on bank reconciliation, payroll, quarterly reports, etc.
- Setting up new employees in payroll system
- Created job descriptions for Accounting Specialist/CPO and Finance Clerk
- Quarterly Report
- Budget Adjustment
- Completed procurement on electric sign