

Finance Department

September 2021 Department Report

- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Submitted Items to auditors
- Attended Department Head & Staff meetings with City Manager/Department Heads & all employees
- Monthly grant management
- Worked on planning for incoming grant agreements
- I am working on cross training Angela on bank reconciliation, payroll, quarterly reports, etc.
- Attended weekly meetings with City Manager to discuss finances
- Attended DFA meeting for new treasury guidance for utility assistance
- Attended meeting with Sharp for voice over IP system
- Quarterly Financial Reports
- Budget Adjustment
- Setting up new employees
- Preparing Procurement & Employee Self Service Training