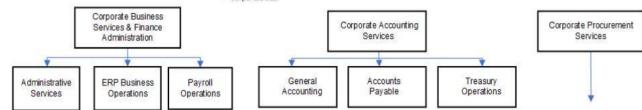
ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE

Corporate Secretary-Treasurer/Chief **Financial Officer**

- · Department Oversight
- ERS Trustee
- 115 Trust (OPEB) Trustee
- · Corporate Seal
- Contract Attestation



- Administration & Management
- Commission Financing Bond Sales
- Financial and
- Department Budget Development,
- Review & Analysis Department HR
- Administration Department
- Procurement
- Administration
- Property Tax Assessment

- Corporate ERP Business Operations
- · Maintaining the absence management system Maintaining the time and
- attendance system Economic Analysis • Maintaining payroll
 - system configurations Maintaining/developing payroll related reports
 - Troubleshooting payroll system issues
 - · Administering end-user security
- intelligence dashboards
 - Maintaining and developing business
 - · Overseeing the operations and functional support for the Commission's financial systems and human resources systems including the timekeeping system

- Payr oll Operations
 - Pavroll Tax Compliance
 - Payroll Regulatory Compliance
 - Reconciling employee deductions and their appropriate
 - distribution. Complying with all IRS
 Contract Funds regulations as they relate to payroll
 - including reconciliation and submission of all payroll taxes and regulatory reporting (e.g. W-2's, 941's).
 - Maintaining confidentiality of employees' pay
 - Appropriate taxation of take-home vehicles as it relates to Commission

- Commission Financial
- Reporting & Analysis General Accounting
- Commission Projections Maintenance
- CIP Management &
- Grant Billings . Bond Debt & Arbitrage . Executive Credit
- Accounting & Reporting Card Program Certification
- Capital Assets & Land Records
- · Enterprise Financial Management (EFM) Commission-wide Training and End User Functional Support
- . EFM Report Facilitation Accounting Structure Maintenance & Reorganizations
- · Accounting Systems Updates, Enhancements, Implementations, Test Plans & Business Requirements Collaboration

- . Vendor Payments . Cash & Revenue Processing Processing & · Investment Management & Record Reporting
- · Property Tax Revenue and other Advances &

IRS Form 1099

Reporting

- . Management of Bank Accounts & Reimbursements Bank Reconciliations · Administration of the Post-Retirement Insurance Benefits .
 - Program (115 Trust) · Bond & Debt Payments
 - . Investment of Bond & Debt proceeds & Drawdowns
 - Administration of Petty Cash Program
 - Processing & Submission of Tax Filings
 - Escheat Property Management & Filing

- · Overseeing the procurement operations of the Commission
- · Responsible for the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing
- Administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices
- Overseeing the procurement of all necessary commodities, supplies equipment, and services
- · Implementing the provisions of the Commission's Non-Discrimination
- · Foster and maintain relationships between the community, vendors and Commission departments and ensure the equitable treatment of all regarding procurement of goods and services
- · Reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of the vendors