

Lawrence, Sharon

From: Swetz, Brian
Sent: Tuesday, December 04, 2018 5:00 PM
To: Lawrence, Sharon; McGinley, Tim
Cc: Pedri, David
Subject: Financial Reporting Resolution Detail
Attachments: Director of Budget and Finance One sheeter of job responsibility vs other Agencies current setup.docx

Good evening

Attached is a one sheet 40,000 ft level of current major job responsibilities vs the agencies. Administration also reached out to GFOA (Government Finance Officers of America) for thoughts on the proposed resolution. No feedback received yet but hope to have at least a few responses by next meeting.

I will have this with me tonight and can discuss or we can discuss at a later meeting.

Thanks in advance

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Director of Budget and Finance Current Responsibilities per job description:

- Deposit funds
- Assess real estate for tax purposes
- Prepare tax rolls
- Maintain accounting system including payroll
- Exercise financial budgetary control
- Verify appropriation and availability for bill, claims etc
- Disburse payments for approved expenditures
- Submit bi-monthly revenue and expenditure reporting
- Assist County Manager in Preparation of Annual budget
- Administer collect and remit hotel tax
- Obtain bids for the Annual Tax Anticipation Note (TAN)
- Prepare the Administrative budget 90 days before year end

Currently handled by other Divisions:

Audits, Receipts, and expenditure recording for Human Services Agencies

Audits, Receipts, and expenditure recording for Community Development

Audits, Receipts and expenditure recording for any Court Agencies