

COUNTY AUDITOR

MISSION

The mission of the County auditor is to independently oversee all county offices to ensure the compliance with state law and county policy. The County Auditor aggressively administers a program of internal auditing to provide the county with a very high level of confidence that county assets are safeguarded to the highest reasonable degree. The County Auditor, as the official keeper of accounts for the County, designs and administers the record keeping system for all the County and maintains the highest standard of care to ensure the integrity of all accounting records and reports.

GOALS

GOAL 1

Review adequacy of all existing audit programs.

Objective 1 Add new audit programs if necessary.

Objective 2 Rewrite programs if necessary.

GOAL 2

Continue the current high standards of the financial report.

Objective 1 Continually to earn the *Distinguished Financial Reporting Award*.

GOAL 3

Reduce manual processes to eliminate data entry by journal entry.

Objective 1 Interface third party software with current software to eliminate manual entry of information.

GOAL 4

Minimize the number of accounting units (funds) the County currently maintains.

Objective 1 Consolidate or eliminate accounting units where feasible.

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PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED
Earn the Government Financial Officers Association's Certificate of Excellence for the Comprehensive Annual Financial Report (CAFR)	Yes	Yes	Yes
Average time to process bills by Accounts Payable to take advantage of vendor discounts	10-15 Days	10-12 Days	8-10 Days
Automate manual processes to reduce the number of journal entries processed on an annual basis.	1,000	950	900
*estimated			

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FUND: 100 General

ACCOUNTING UNIT: 100495100 County Auditor

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 1,535,548	\$ 1,739,491	\$ 1,777,022
Operating Costs	\$ 20,306	\$ 21,464	\$ 20,111
Information Technology Costs	\$ 8,046	\$ -	\$ 200
Capital Costs	\$ -	\$ -	\$ -
TOTAL	\$ 1,563,900	\$ 1,760,955	\$ 1,797,333

2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Audit Assistant Accounting	09008	09	2
Audit Assistant Accounts Payable	09009	09	3
Audit Assistant Internal Auditor	09010	09	1
Audit Assistant II	10073	10	4
Internal Auditor	11029	11	4
Accountant	11000	11	2
Senior Internal Auditor	12084	12	1
Senior Accountant	12085	12	2
Accounting Supervisor	14000	14	1
Accounts Payable Supervisor	13037	13	1
Internal Audit Supervisor	14014	14	1
County Auditor	16001	16	1
First Assistant County Auditor	14032	14	1
Total Authorized Positions			24

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ORGANIZATION CHART

