



Program #72003B - FRM Chief Financial Officer - Admin Support 5/2/2022

Department: County Management **Program Contact:** Eric Arellano
Program Offer Type: Existing Operating Program **Program Offer Stage:** As Proposed
Related Programs:
Program Characteristics:

Executive Summary

The Chief Financial Officer manages the financial health of the entire County and sets administrative policy related to financial management. Direct responsibilities include Accounts Payable, ERP Finance Support, General Ledger, Fiscal Compliance, Risk Management, Payroll, Retirement Programs, Excise Tax Administration, Central Purchasing and Treasury. This program will add administrative support for the Office of the CFO

Program Summary

This program will add administrative support to the Office of the CFO (1.0 FTE Office Assistant) and other business units within the Finance and Risk Management division. The position will provide administrative and clerical support: including maintaining CFO's calendar, coordinating meetings and events with internal/external stakeholders, take meeting notes for certain Central Finance led meetings, prepare reports and correspondence for distribution, coordinate and submit board materials on behalf of CFO, assist with annual external audit schedules, handle mailings and maintain certain manuals, support onboarding tasks for new hires (e.g. IT Telecom set, Facilities access, etc.), submit supply purchases through the Multco Marketplace, coordinate dues and subscriptions for division, and coordinate submission of work orders for general maintenance and other service needs for division.

Performance Measures

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Position is hired within quarter one of fiscal year 2023*	N/A	N/A	N/A	1
Outcome	Finance and Risk Management new staff onboarding process is efficiently coordinated**	N/A	N/A	N/A	1

Performance Measures Descriptions

*1=Achieved; 0=Not Achieved
**1=Achieved; 0=Not Achieved

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$0	\$92,873	\$0
Materials & Supplies	\$0	\$0	\$2,127	\$0
Total GF/non-GF	\$0	\$0	\$95,000	\$0
Program Total:	\$0		\$95,000	
Program FTE	0.00	0.00	1.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is supported by General Fund

Significant Program Changes

Last Year this program was: