

# Department Update

Finance Department

4/8/2024



**CITY OF  
SEASIDE**

# Team

- Responsibilities
  - Accounting
  - Payroll
  - Municipal Court
  - Utility Billing
  - Financial Planning and Analysis
  - Cashiering
  - Budgeting



# Department Update (last 18 months)



Hired three new employees



Trained four employees on new duties



Updated City fiscal policies



Gained familiarity with system, processes, budget, accounting setup, and Oregon law



Began to modernize processes and procedures



Migrated to a new and more efficient payroll provider

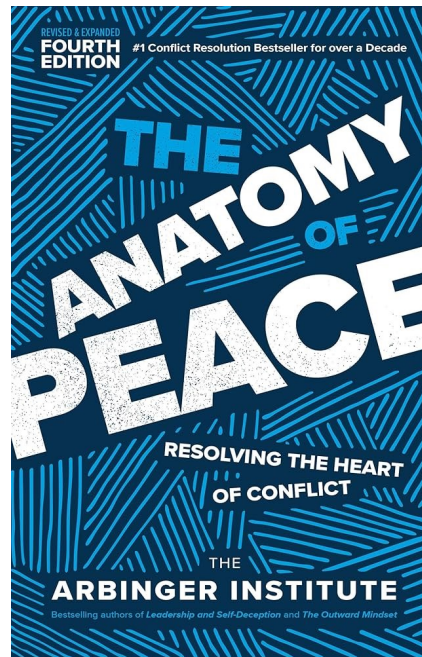


Contracted with and began the process of migrating our finance platform to a new provider



# City Hall Professional Development Program

- In November of 2023, we instituted a professional development program. The intent of this program is to promote cohesion, teamwork, and comradery within the staff members that work at City Hall.
- Pilot program that was planned to have a six-month test, after which we would assess the value to staff.





## Benefits

- Increased efficiency
- Increased visibility
  - Less waste
- Increased accountability
- Better customer experience
  - Training
- Better and more comprehensive support
  - Modern



### FINANCIAL

#### Ongoing Services

- Bank reconciliation
- Financial reporting
- Payables reconciliation
- Receivables reconciliation
- Invoice Entry
- Check processing
- Clearing reconciliation



### PAYROLL

#### Ongoing Services

- Time entry
- Payroll processing
- Year-end filing and reporting
- Government filing
- Payment processing
- Govt/Internal reporting
- W-2 & 1099 reporting



### UTILITY

#### Ongoing Services

- Account maintenance
- Payment entry
- Billing and mailing
- Month-end balancing
- Month-end reporting
- Reconciling open deposits



### SPECIALTY

#### One-time Services

- Specialized reports and forms
- Balancing payables to GL
- Normalization & cleanup
- Account Structure Changes
- Short-term staff coverage
- Budget entry
- Pre-Audit cleanup



**Thank you!**

