

FINANCIAL MANAGEMENT

OPERATION AND MISSION

The Office of Financial Management (OFM) is responsible for the effective stewardship of public funds and the timely, efficient delivery of financial services through cooperative partnerships with County departments and agencies. The office provides entity-wide financial reporting and financial information services, administers an open and competitive procurement process, maintains risk management and insurance programs, pays County obligations, directs the centralized accounting and payroll processes, administers employee benefit programs, performs daily cash management and investment services, and manages the warehouse which includes disposing of surplus property and providing internal courier service.

INTERACTION AND ADJACENCIES

- County Treasurer
- Records and Tax Administration
- Budget and Financial Planning
- County Manager
- Facilities Management
- Oracle Customer Service Team
- Information Technology Services
- Human Resources
- Legal
- BOCC & BOCC Staff

FACTORS INFLUENCING CHANGE

- Potential consolidation of County government departments may alter the structure of service delivery.
- Growth in the County may increase demand for these services somewhat, but changes in staff should be minimal.

SPECIAL NEEDS

- Secured area for payroll, benefits, and work comp files
- Special intermittent – use area for auditors or consultants
- Sound-proof work area for check sealer equipment

CURRENT CONDITIONS

This department is currently located in the County Administration Building, where available space is adequate for current operations.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Office of Financial Mgmt

Current Space: Sq. Ft.

Current Space:		Sq. Ft.		2008 Needs			2013 Needs			2018 Needs			2023 Needs			
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
Administration Building																
SPT SPACE																
Break Room - 1 @ 120 SHARED	BRK-003	Break Area - 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Auditor Project Room - 1 @ 168	CNF-006	6 Pers Conf Room 150 SF	150	1.35	1	150	203	1	150	203	1	150	203	1	150	203
Conference - 2 @ 300	CNF-012	12 Pers Conf Room 300 SF	300	1.35	2	600	810	2	600	810	2	600	810	2	600	810
Lateral Files	FILLAT-001	Lateral File Unit (ea)	16	1.35	7	112	151	10	160	216	10	160	216	10	160	216
File Storage - 57 @ 12	FILVRT-001	Vertical File Unit w/circ	12	1.35	57	684	923	57	684	923	57	684	923	57	684	923
Secure Payroll Files - 25 @ 12	FILVRT-001	Vertical File Unit w/circ	12	1.35	25	300	405	25	300	405	25	300	405	25	300	405
Interview Room	INTRV0060	Interview Room 60 SF	60	1.35	2	120	162	2	120	162	2	120	162	2	120	162
Bid Opening Conference - 1 @ 500	MP-020	Multi Purpose Rm 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Reception - 1 @ 200	REC-0012	Reception Area 360 SF	360	1.35	1	360	486	1	360	486	1	360	486	1	360	486
Mailbox area	SQFT	Square Feet	1	1.35	15	15	20	15	15	20	15	15	20	15	15	20
Shredding Bins for payroll and benefit documents	SQFT	Square Feet	1	1.35	30	30	41	30	30	41	30	30	41	30	30	41
Secure Storage (for checks & other) - 1 @ 120	STOR00100	Storage Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Coat Hangers (open area)	STOR-SML	Small Closet	10	1.35	2	20	27	2	20	27	2	20	27	2	20	27
Locked Storage Cabinets	STOR-SML	Small Closet	10	1.35	10	100	135	10	100	135	10	100	135	10	100	135
Bookcases	STOR-SML	Small Closet	10	1.35	13	130	176	13	130	176	13	130	176	13	130	176
Printer Space - 10 @ 25	WKCP00040	Work/Copy/Eq Area 40 SF	40	1.35	10	400	540	10	400	540	10	400	540	10	400	540
Check sealer (requires sound proof work area)	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	1	80	108	1	80	108	1	80	108	1	80	108
Copy/ Work - 2 @ 120	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	2	240	324	2	240	324	2	240	324	2	240	324
Assembly Tables 4 @ 120	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	4	480	648	4	480	648	4	480	648	4	480	648
Archive file storage (onsite) - 1 @ 120	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Intern (Part time)	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	2	105	147	2	105	147	2	105	147
Consultants	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	3	191	268	3	191	268
Risk Management Storage Area	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
TOTAL:					191	4,849	6,561	195	4,949	6,699	195	4,949	6,699	195	4,949	6,699
STAFF - Accounting																
2010.Accountant. Grade 16	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	3	270	378	3	270	378	3	270	378
2011.Senior Accountant. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	4	360	504	4	360	504	4	360	504
2107.Accounting and Financial Reporting. Grade 1	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
TOTAL:					7	630	882	8	720	1,008	8	720	1,008	8	720	1,008
STAFF - Benefits																
6391.Benefits Technician. Grade 14	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
2107.Benefits Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2107.Health Care Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2351.Benefits Administrator. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
TOTAL:					4	334	467	4	334	467	4	334	467	4	334	467
STAFF - Cash Mgmt																

JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Office of Financial Mgmt

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
2107.Cash Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			1	90	126	1	90	126	1	90	126	1	90	126
STAFF- Management																
2108.Assistant Director of Finance. Grade 20	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
1052.Chief Financial Officer. Grade 23	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
6020.Senior Account Clerk. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
6351.Purchasing Assistant. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
6351.Administrative Assistant. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
5278.Systems Specialist. Grade 16	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
5576.Support Services Supervisor. Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			7	671	925	7	671	925	7	671	925	7	671	925
STAFF- Operations																
6020.A/P Technician (Pt). Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
6020.A/P Technician. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	3	191	268	3	191	268
6021.Senior Payroll Technician. Grade 14	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	2	128	179	2	128	179	2	128	179
6390.Vendor Master. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
6020.Operations Technician. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
2023.Payroll Accounting Analyst. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2107.Operations Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2023.Operations Accounting Analyst. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2023.Payables Supervisor/Accounting Analyst	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			12	870	1,218	12	870	1,218	12	870	1,218	12	870	1,218
STAFF- Procurement																
2055.Purchasing Administrator. Grade 16	WS03	WS Typ. 03 90 SF	90	1.40	5	450	630	5	450	630	5	450	630	5	450	630
2107.Purchasing Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2351.Purchasing Administrator. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			7	630	882	7	630	882	7	630	882	7	630	882
STAFF- Risk Mgmt																
6351.Senior Secretary. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
2107.Risk Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2326.Safety Officer. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
5480.Risk Management Technician. Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Workplace Crisis Management Specialist Grade 16	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			5	424	593	5	424	593	5	424	593	5	424	593
		BUILDING TOTALS:				8,497	11,654		8,688	11,918		8,688	11,918		8,688	11,918
Contingency Space Allowance (1% per year)										596		1,192			1,788	
TOTAL REQUIRED						8,497	11,654		8,688	12,514		8,688	13,110		8,688	13,706