

| New Position Impact Note: Departments will fill in all areas in white. | | | | |
|---|--|--------|---------------|-------------------|
| Fiscal Year 2023 | | | | |
| DEPARTMENT NAME: | Fiscal services | | | |
| NEW POSITION REQUESTED: | Accounting Specialist | | | |
| REQUESTED ACTION: | 1 New Full Time Position | | | |
| DESCRIPTION: | Fiscal Services is requesting a new Accounting Specialist position due to increased workload in the AP/AR Core Service. | | | |
| BACKGROUND: | The increased workload stems from the dramatic growth in the county including the provision of Hosting Services for the Coastal & Heartland National Estuary Partnership (CHNEP), Human Services grant payments related to pandemic funds and \$2m in additional SHIP funding, increased volume of purchase requisitions, invoices, procurement card (PCard) transactions due to the Hurricane Ian recovery, new Aircraft Rescue and Fire Fighting (ARFF) Program cash receipt and billing transactions, new positions countywide that have been hired and given new PCards (all transactions require review, approval, and reconciliation), population growth driving an increase in EMS refunds and accident claims, Solid Waste related receipts due to population growth and Hurricane Ian cleanup, ongoing FEMA Hurricane Ian related activity including DDL review and entry and purchase requisitions as we transition into permanent repairs, influx of invoices, checks and other mail due to all of mentioned items that requires additional time to sort, research, track and distribute. | | | |
| SUMMARIZE - DETAIL TO BE INCLUDED IN ACCOMPANING MEMO | | | | |
| FINANCIAL IMPACT TO BUDGET Note: Fiscal Services will fill in all areas in yellow. | | | | |
| NUMBER OF MONTHS REQUESTED FOR FY23: | 6 | | | |
| FY23 TOTAL AMOUNT REQUESTED: | \$ 39,317 | | | |
| Estimated Expenditures | Estimated Expenditures: | | FY23 (6 mos.) | FY24 (Annualized) |
| | Personal Services | \$ | 35,317 | \$ 73,458 |
| | Operating | \$ | 4,000 | \$ - |
| | Capital | \$ | - | \$ - |
| | Estimated Expenditure Total: | \$ | 39,317 | \$ 73,458 |
| Estimated Revenues | Estimated Revenue or Reduced Costs: | | FY23 (6 mos.) | FY24 (Annualized) |
| Will new request generate new revenues? | Estimated Annual Revenues | \$ | - | \$ - |
| Will there be a reduction in operating costs ? | Estimated Reduction in Operation Costs | \$ | - | \$ - |
| Will there be a reduction in personnel costs ? | Estimated Reduction in Personnel Costs | \$ | - | \$ - |
| | Estimated Revenue Offset Total: | \$ | - | \$ - |
| TOTAL IMPACT TO BUDGET: Expenditures minus Revenues | \$ | 39,317 | \$ | 73,458 |