

JMB #6-419

ADMINISTRATIVE ORDER NO. 76-3
OF THE
JEFFERSON COUNTY COMMISSION

May 17, 1976

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

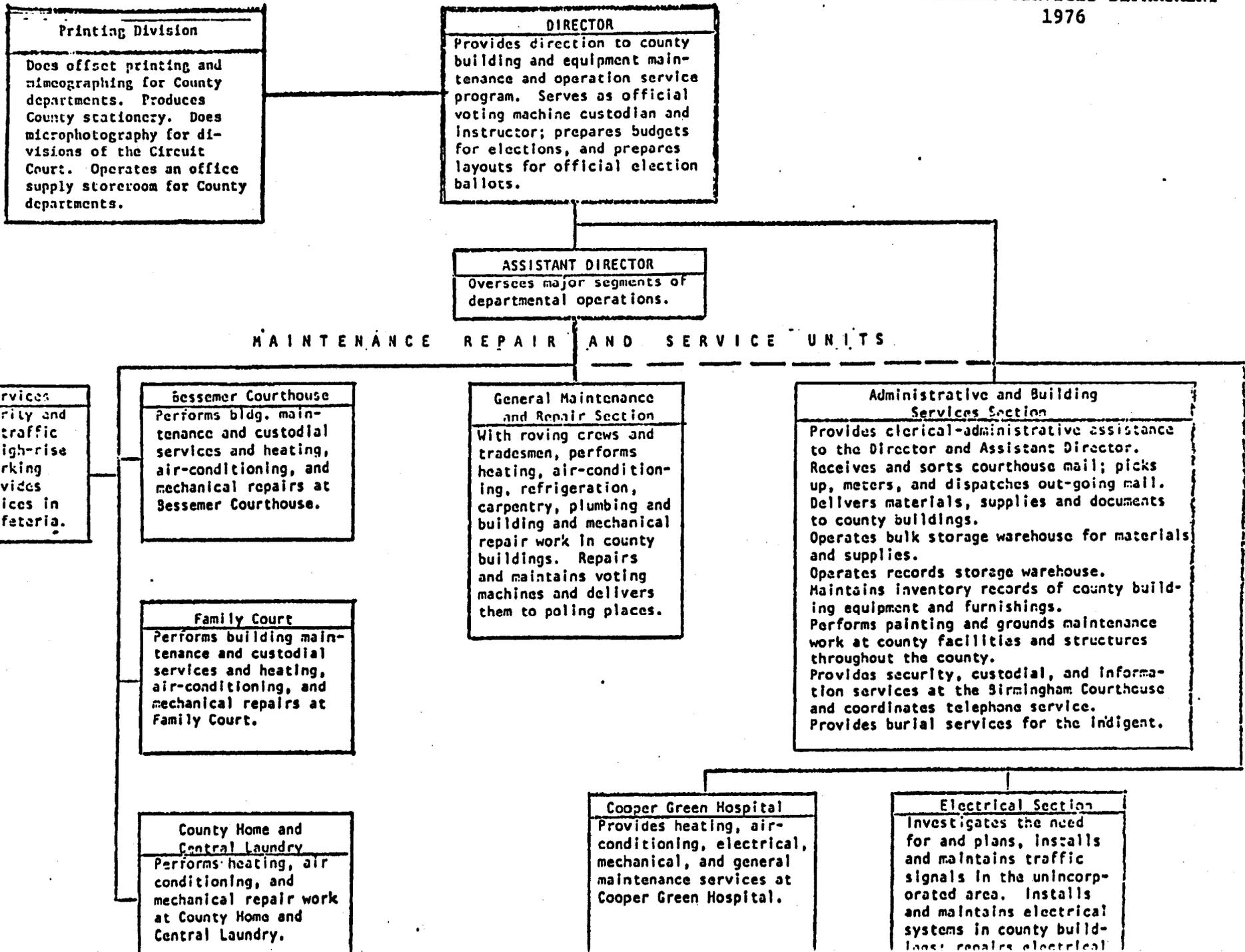
To centralize the interdepartmental service activities of the County Government in order to obtain maximum efficiency and economy of operations.

1. The Building Services Department shall be reorganized and retitled the General Services Department in accordance with the accompanying Chart No. 7.
2. The Printing Division, of the Comptroller's Department is hereby abolished. The staff and functions of the Division are transferred to a newly created General Services Department.
3. The Comptroller shall reorganize the Comptroller's Department in accordance with the accompanying Chart No. 2.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective May 17, 1976.

Tom Gloor, President
Jefferson County Commission

Chart No. 7
 ORGANIZATION
 GENERAL SERVICES DEPARTMENT
 1976



Office of the Comptroller

Supervises the general accounting operation of the County government. Prepares all County Financial Statements. Manages the County insurance program.

Sewer Billing Division

Processes and does all sewer service billing in Jefferson County not by the Birmingham, Trussville, and Prichard municipal utilities. Prepares and files all liens on property in the County.

Pre-Audit Division

Pre-audits all receipts, purchase orders, invoices, and other County obligations for payment. Processes travel advance and reimbursement requests for payment. Processes petty cash reimbursement requests. Performs the centralized Batch Control function for the entire department.

Accounting Division

Maintains the ledgers for all County funds. Maintains official grants and contracts files. Prepares periodic grant and contract reports. Prepares invoices for County sales of goods or services. Compiles and processes intradepartmental charges (rebates).

Payroll Division

Oversees the production of and timely distribution of the payroll checks. Verifies tax deductions and prepares necessary tax and F.I.C.A. reports. Administers the County Insurance Program and Pension System. Handles accounting for bonded indebtedness.

Posting Services

Performs posting services for all the Divisions to the General Ledger, Subsidiary Ledgers, and Cash Disbursement Journal. Prepares all non-payroll warrants.

Chart No. 2
 STAFFING
 COMPTROLLER'S DEPARTMENT
 1976

Office of the Comptroller
1 Comptroller 1 Secretary

War Billing Division
Sr. Accountant Senior Clerks Account Clerk Intermediate Clerks

Pre-Audit Division
1 Administrative Analyst 2 Senior Account Clerks 2 Account Clerks 1 Intermediate Clerk

Accounting Division
1 Principal Accountant 1 Accountant 2 Senior Account Clerks 2 Facilities Cashiers

Payroll Division
1 Principal Accountant 2 Accountants 1 Administrative Intern

Posting Services
1 Account Clerk 1 Intermediate Clerk

