

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

Resolution No.:

Adopts a Resolution to:

- a. Authorize to amend the Auditor-Controller's Office FY 2021-22 Budget 1110-8372- )  
Fund 001-Appropriation Unit AUD001 to reallocate one (1) 1.0 FTE Accounts Payable )  
Supervisor (80J80) to one (1) 1.0 FTE Accountant Auditor III (20B22) and three )  
(3) 3.0 FTE Senior Account Clerks (80J22) to three (3) 3.0 FTE Accounting Technicians )  
(80J30); )
- b. Authorize the County Administrative Office and the Auditor-Controller to incorporate )  
the approved position changes in the FY 2021-22 Adopted Budget. )

**WHEREAS**, the Auditor-Controller takes every opportunity to assess the existing structure of the Office and makes positive changes that contribute to the sustainability, long-term efficiency of the Office and its Divisions;

**WHEREAS**, a vacancy has created an opportunity to review and reorganize the Accounts Payable Section to a more sustainable, efficient, and effective long-term structure, that can sustain the centralized Accounts Payable function in providing county-wide services;

**WHEREAS**, the responsibilities of the positions in the Accounts Payable Section have become more complex due to changes in technology, business processes, Federal and State tax laws, and the County adopting the use of an ERP System and new electronic payment methods;

**WHEREAS**, electronic payments have created a need for the Accounts Payable Section positions to possess a higher-level understanding of accounting systems, analysis, and reconciliation type work;

**WHEREAS**, the Accounts Payable Section staff must have accounting understanding and working knowledge necessary to classify various payment accounting transactions according to the rules established by GASB for accurate posting in the financial system; and the disbursements audited and approved by this section drive the financial reporting performed by the County through the correct classification and coding of the purchases;

**WHEREAS**, the reallocations accurately reflect the higher-level duties and responsibilities that have been absorbed and performed by the positions in the Accounts Payable Section;

**WHEREAS**, reallocation of these positions will align the Accounts Payable Section structure with the Payroll and Property Tax Sections that are also within the Disbursements Division as well as the General Accounting Division;

**WHEREAS**, to implement the recommendations, the actions require the Fiscal Year 2021-22 Adopted Budget to be amended:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors in and for the County of Monterey as follows:

1. The Auditor-Controller’s Office Budget 1110-8372-Fund 001- Appropriation Unit AUD001 is amended to reallocate one (1) 1.0 FTE Accounts Payable Supervisor (80J80) to one (1) 1.0 FTE Accountant Auditor III (20B22) and three (3) 3.0 FTE Senior Account Clerks (80J22) to three (3) 3.0 FTE Accounting Technicians (80J30) as indicated below:

Reallocate Positions 1110-8372- Fund 001– Appropriation Unit AUD001				
Class Code	Position Title	Position Number	Increase/Decrease	Revised Total By Title
80J80	Accounts Payable Supervisor	0001	(1.0)	0
20B22	Accountant Auditor III	0001	1.0	1.0
80J22	Senior Account Clerk	0001 0002 0003	(3.0)	0
80J30	Accounting Technician	0001 0002 0003	3.0	3.0

2. The County Administrative Office and the Auditor-Controller are authorized and directed to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

PASSED AND ADOPTED on this 1st day of March 2022, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book \_\_\_ for the meeting on \_\_\_\_\_.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_

, Deputy