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

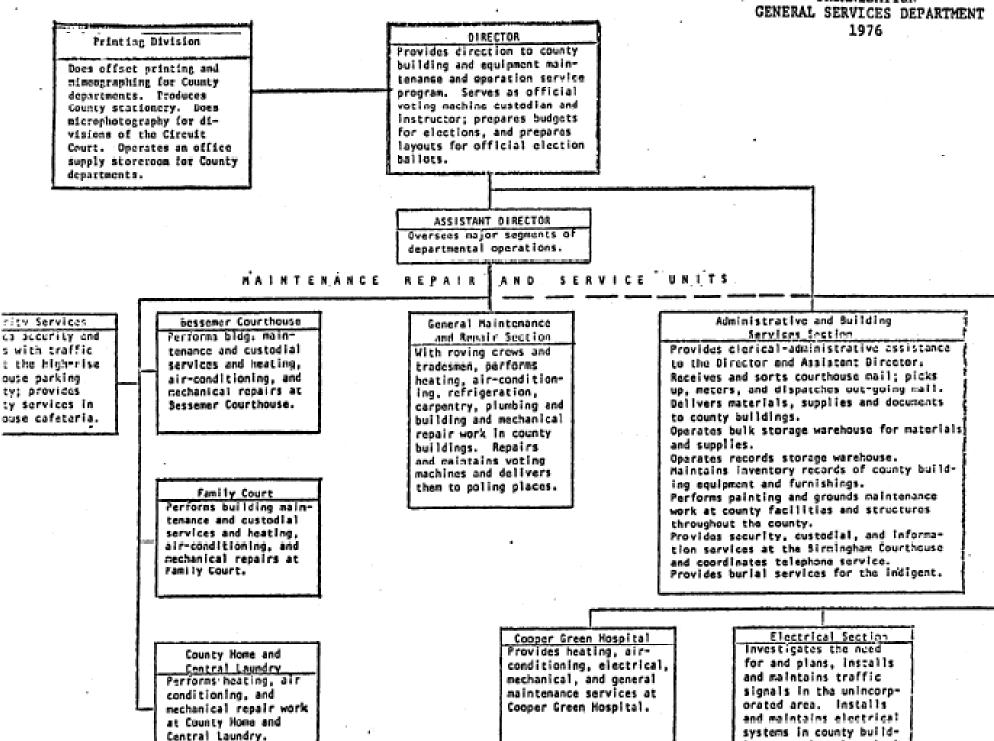
To centralize the interdepartmental service activities of the County Government in order to obtain maximum efficiency and economy of operations.

- 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

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Office of the Comptroller

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

Sower Cilling Division

sees and does all sever service ing in Jaffareon County not by the Birmingham, Trussville, frondule municipal utilities. Trus and files all liens on arty in the County.

Pre-Audit Division

Pre-audits all receipts, purchase orders, invoices, and other County obligations for payment. Processes travel advance and re-inbursement requests for payment. Processes party cash reinbursement 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 introdepartmental 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 Incurance Pragram and Pension System. Hamiles accounting for bonded indebtedness.

Posting Services

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

Chart No. 2 . STAFFING COMPTROLLER'S DEPARTMENT 1976

