

Department Functions Division

Department Functions by Division

- **Accounting / Financial Operations Division**

The Accounting / Financial Operation Divisions provides detailed financial services that include accounting, payroll, cash management, investment and management, accounts payable, accounts receivable and cash receipts. Personnel in this cost center maintain the City's general ledger and financial accounting system, produce monthly revenue and expenditures statements, reconcile the City's bank accounts, receive and properly record all of the annual revenues, and provide payroll services to approximately 200 full and part-time employees. Other services include management of the City's cash and investment accounts to obtain the highest interest return possible, monitoring the City's internal controls, coordinating with auditors on the audit and reporting standards, and overseeing the capital asset accounts.

- **Purchasing Division**

The Purchasing Division coordinates the acquisition of goods and services that are essential to city-wide operations, while ensuring compliance with Florida State Statutes, the City Procurement Code and Administrative Rules. The Division maintains unbiased vendor selections, cost effective purchases, timely receipt of goods and contractual services. An inventory of frequently used office supplies is maintained for the convenience of the Departments; and to take maximum advantage of economical volume discounts and special pricing agreements. The Division prepares (in conjunction with other Departments) complete specifications for issuance of solicitations for supplies, equipment and services over \$20,000.

- **Information Technology Division**

This Division is responsible for the provision of Information Technology (IT) for all departments in the City. The IT staff is responsible for operation maintenance and upgrade of the integrated computer network and all IT equipment in the City. Division personnel provide the services that allow for the network operation of the City's diverse software applications and hardware components. IT staff also implements and completes major Capital Improvement Projects for the City, to maximize automated support to enhance the City's efficient, business-like operations.