

Nye County & TOP Finance Team
Staff Responsibilities

Independent Team Members		Management Team			
Elizabeth Even Budget Analyst I Pahrump	Jennifer Fanning Town of Pahrump Financial Manager Pahrump	Melissa Nixon Accounting Operations Manager Pahrump	Stephani D. Elliott Contracts and Grants Manager Pahrump	Dianna Carrell Assistant Finance Director Pahrump	Helen Bae Comptroller TOP Finance Director Pahrump
Agenda Item Prep and Submission - NC & Sub-Entity Budget Items	Agenda Item Prep and Submission - TOP Budget Items	Agenda Item Review - All Accounting Related Agenda Items	Agenda Item Review - All Grant/Purchasing Related Agenda Items	Agenda Item Review - All Finance Related Agenda Items	Board Liaison
Budget Augments Determination, Prep, Presentation, Submission, and Audit.	Department Liaison - Town of Pahrump	Approval & Authorization: Check Runs & Special Check Runs	Contract Review	Budget Prep, Submission, Augmentations	Budget Prep, Submission, Augmentations
Department Liaison - NC Budget	Contract Facilitator - TOP	Department Liaison - Accounting	Bid Process Review	Department Liaison - Finance	Commissioner/Dept Head Requests
DTAX Liason	Assist formal and informal bid processes, RFP, RFQ, Bid, and Quotes - TOP	Existing Process Improvement	Department Liaison - Grants & Purchasing	Out of Cycle Capital Purchases - Approve	Unbudgeted Capital Purchases - Approve
BoCC Financial Report Generation	AP Coordinator - TOP	Facilitate External Audit	Existing Process Improvement - Grants & Purchasing	Existing Process Improvement	Existing Process Improvement
Budget Adjustments	AR Coordinator - TOP	Treas Report and Bank Rec Review	Facilitate External Audit - Single Audit	Facilitate External Audit	Facilitate External Audit
Budget Generation and Management - NC and Sub-Entities	Assist with Grant Management - TOP	Month-end Year-end close approval & oversight	Year End PO Review	Debt Management	Debt Management
Budget Generation and Management - TOP	Budget Generation and Management - TOP	Fixed Asset Manager	New Process Implementation - Grants & Purchasing	CIP Planning	CIP Planning
Budget Prep and Presentations	Fixed Asset Manager - TOP	New Process Implementation - Accounting	Policy Management - Grant & Purchasing Policies	Fixed Asset Manager	Fixed Asset Manager
Budget Reconciliation	Budget Prep and Presentations (TOP)	Policy Management - All Accounting Policies	Staff Development & Training	New Process Implementation	New Process Implementation
CIP Planning and Tracking - Nye County & Sub-Agencies	Budget Reconciliation TOP	Standard Operating Procedures Development and Maintenance	Standard Operating Procedures Development and Maintenance	Policy Management - All Finance Policies	Policy Management - All Finance Policies
Policy Management - Budget Policies	CIP Planning and Tracking - TOP	Special Projects	Special Projects	Fiscal Impact Submission (backup)	Fiscal Impact Submission
Department Expenditure Reports - Monthly	Bank Contact - TOP	PSST Oversight		PSST Oversight	Labor Negotiations
Budget Forecasts	Bank Reconciliations - TOP	Staff Development & Training		Staff Development & Training	Staff Development & Training
PSST Spendplan, Quarterly reports	PSST Spendplan Nye and TOP Fire	Treas Report and Bank Rec Review		Position Justification Form Approval	Position Justification Form Approval
DTAX QES, Budget Status, Annual Reports	Fall Festival	Wire Approvals (1st backup)		Wire Approvals (1st) (backup)	Wire Approvals (2nd)
System Administration:				Special Projects	Special Projects
Nye County Finance Website	TOP A/P and A/R Oversight	Eden- GL	Docusign	OPEB (backup)	OPEB
	WEX - Administrator & Payments (1)		Nye County website Bid and Grant Updates	Updated Position Fixed Costs (Payroll)	Updated Position Fixed Costs (Payroll)
				Corrective Action Plans	Corrective Action Plans
		Work Direction to Accounting Team - NC and TOP	Work Direction to Grants and Purchasing Teams	Work Direction to Finance Managers - NC and TOP	Work Direction to Entire Team
		Supervises:	Supervises:	Supervises:	Supervises:
		Accounting Team- FAII & III & (Ambulance)	AR Tech	Purchasing Team	Accounting Operations Manager
				Grants Team	Town of Pahrump Finance Manager
					Budget Analyst I

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Accounting Team				
Melissa Nixon Accounting Operations Manager Pahrump	April M. Hutchison Financial Assistant III Pahrump	Christina Allen AR Clerk III Nye County Ambulance Pahrump	Angela Scaggs Financial Assistant II Pahrump - FA2's shared	Oliver W. French Financial Assistant II Tonopah - FA2's shared
Agenda Item Review - All Accounting Related Agenda Items	A/P Vendors - Setup & Edit	Ambulance Billing Collections Lead	1099 processing	A/R Invoice Adjustment Posting
Approval & Authorization: Check Runs & Special Check Runs	Petty Cash Funds - Auditing	Ambulance Related Contracts Contact	A/P (A-Z) (Daily-Approval)	A/R Invoice Generation - Non-Grants
Department Liaison - Accounting	Capital Project Coordinator/Setup (except grants)	AR Management - Ambulance Billings	A/P Check Run - Weekly/PR/Specials	A/R Postings
Existing Process Improvement	Capital Project Worksheet	Billing Coordinator - PVFRS and Nye County Ambulance	Entry into Eden - Finance Related AP.	BofA CC Statement - Weekly Charge Reconciliation
Facilitate External Audit	Journal Entry/Project Adjustment - Generation Assistance	Call Research and Reconciliation	Entry into Eden - Journal Entries, Budget Adjustments, Project Adjustments.	AP Contract Payments - Process
Treas Report and Bank Rec Review	Fixed Assets Management - NC & TOP	HIPAA Compliance Contact	WEX fuel Invoice recon	BofA CC Statement - Monthly Reconciliation
Fixed Asset Manager - NC & TOP	WEX Fuel cards & users		Postings: BA's, JE's, PA's, AR & GL receipts, Permits & Inspections - except Grants	Stripe recon payments thru opengov
New Process Implementation - Accounting	GL & AR Cash Receipts - Approval		Recurring Invoice Templates - Maintain	Inventory Requests - Auto Reorder - Monthly Valuation Reports
Policy Management - All Accounting Policies	Payroll - Audit assistance		Training - Tutorials & Department Training	Justice Court Revenue Report
PSST Oversight	Monthly Periods Task Assignments & Close Out Review		USDA Loans - Process	Payroll - Audit
Staff Development & Training			USDA Loans - Track	Void Checks
IRS Levies				
Elected Official Monthly Report Audit				
Mothly Bank Statements Download (NSB)				
Treas Report and Bank Rec Review				
Wire Approvals (1st back up)				
Monthly Periods Closeout Date, Review/Approval to close & Email				
System Administration:				
Eden- GL, Eden, Licity	Asset Panda, Eden, Licity, Open Gov.	EPCR and Billing Systems		
WEX - Administrator & Payments(1)	*Assign Security	*Assign Security		
Elected Official Monthly Report Audit assistance	*Restrict Access	*Restrict Access		
Back Up to all Systems for FA III	*Setup Approvers in Queues	*Training		
	*Setup New Employees	*Troubleshooting		
Work Direction to Accounting Team - NC and TOP	*Training			
Supervises:	*Troubleshooting			
Financial Assistant 2 & 3	Provides Lead Direction:			
Accounts Receivable Clerk 3	FAI, FA II			

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Purchasing Team		
Stephani D. Elliott Contracts and Grants Manager Pahrump	Honey Strozzi Purchasing and Contracts Administrator Tonopah	Vincent Congiu Purchasing Tech II Pahrump
Agenda Item Review - All Grant/Purchasing Related Agenda Items	Administer contract negotiations	AP Invoice Entry - Various Purchasing Related
Contract Review	Administer formal and informal bid processes, RFP, RFQ, Bid, and Quotes	AP Contract Payments - Process
Bid Process Review	Agenda Item Prep, Submission, and Presentation - Contracts Related Items	Approval Authority - PO/Contracts
Department Liaison - Grants & Purchasing	Cap Request Purchasing Level - Quotes	Bid/RFP Assistance to Purchasing Admin
Existing Process Improvement - Grants & Purchasing	Contract Facilitator - Nye	BofA - Order & Monitor Cards
Facilitate External Audit - Single Audit	Contract Maintenance and Monitoring	Cell Phones - Order & Monitor Accounts
Year End PO Review	Coordination with NC Team - Purchasing, Contracts, Grants, Audit	Cell Phones - Order & Monitor Accounts - TOP
New Process Implementation - Grants & Purchasing	Department Liaison for Contracts	Change Orders / Supplementals - PO's (Non - contractual and contractual)
Policy Management - Grant & Purchasing Policies	Ensure Procurement and Contract Compliance with State and Federal Laws	Contract/Supp Entry
Staff Development & Training	Facilitate Legal Review for Matters Related to Contracts	Credit Applications - Nye & Sub-Agencies
Standard Operating Procedures Development and Maintenance	Final Approval Authority - PO/Contracts	Final Approval Authority - PO/Cos
Special Projects	Lead Purchasing Tech II	Credit Card Statement - Reconciliation - TOP
Position Justification Form Approval - Grants	Policy Management - Purchasing and Contracts	PO's - Monthly Audit and Year-end
	Prevailing Wage Reporting	Purchasing - Place Orders (daily)
	Review Scope with Department	Requisitions/ Contracts - PO's
	Nye County website Bid Updates	Vendor - Credit Applications - EDEN Update
Supervises:		
Purchasing and Contracts Administrator	Provides Lead Direction:	
Purchasing Tech II	Purchasing Tech II	

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Grants Team		
Stephani D. Elliott Contracts and Grants Manager Pahrump	Stephanie Urga Grants Administrator Pahrump	Blanca Segura Grants - Financial Analyst Pahrump
Agenda Item Review - All Grant/Purchasing Related Agenda Items - NC	Agenda Item Prep, Submission, and Presentation - Grant Related Items	A/R Invoice Generation - Grants
Agenda Item Review - All Grant/Purchasing Related Agenda Items - TOP	AP / PO Grant Approvals	Assisting with Grant Management, Including Managing Receivables, Reporting, and Tracking.
Department Liaison - Grants & Purchasing	Board & Public Communication	Grant Backup Prep
Existing Process Improvement - Grants & Purchasing	Coordination with NC Team - Purchasing, Contracts, Grants, Audit	Grant Financial Record Entry - AP, AR, PO, JE, PA, BA, etc.
Facilitate External Audit - Single Audit	Department Liaison for Grants	Grants Project Set Up
New Process Implementation - Grants & Purchasing	Develops Grant Scope with Departments	Journal Entry/Project Adjustments - Generation (Grants)
Policy Management - Grant & Purchasing Policies	Ensure Grant Compliance with State and Federal Laws	Project Setup (Grants) (Backup)
Project Manager	Facilitate Legal Review for Matters Related to Grants	Projects/Grants - Draw Requests/Reconciling
Staff Development & Training	Grant Management - TOP	Research New Grants
	Grant Management, Including Managing Receivables, Reporting, and Tracking.	
	Grant Writing & Applications	
	Policy Management - Grants	
	Project Setup (Grants) (Primary)	
	Projects/Grants - Draw Requests/Reconciling	
Supervises:	Research New Grants	
Grants Administrator	Provides Lead Direction:	
Grants - Financial Analysts	Grants - Financial Analysts	