

# Finance Director

Administrative Assistant

Meter Reader (.66)

Contracted Public Defender

## Accounting Services

**FUNCTIONS**

- Budget Monitoring & Preparation
- Revenue & Expense Reporting
- Payroll
- Utility Billing
- Business Licenses
- Central Stores
- Mail Processing
- Inventory Control
- Rental Rates
- Asset Management
- Capital Acquisitions

## Public Records/ Risk Management

**FUNCTIONS**

- Claims Reporting & Management
- Insurance Management
- Court Caseload Assistance
- Archival Duties
- Public Record Requests
- Central Telephone
- City-Wide Reception
- Municipal Code Production
- Web Page Master
- Tumwater TV Programming
- Council Packet Preparation

## Information Systems

**FUNCTIONS**

- Network Administration
- Technology Support
- Telephone Administration
- City-Wide Voicemail
- Asset Acquisition
- Asset Management
- Database Management
- Asset Security

Financial Services Manager

City Clerk

Information Systems Manager

Accountant

Accounting Technician (2)

Accounting Assistant (3)

Cashier/ Receptionist

Network Specialist

Desktop Support Specialist