

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sharon Butler

Honoree's Job Title: Deputy County Clerk II

Department: County Clerk Treasury 0830

Years of Service with the County: 8

Why the Honoree is receiving a GEM Award including dates: October 1, 2015 thru May 31, 2018

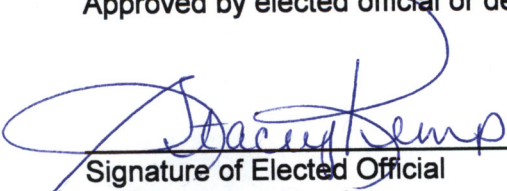
Sharon has completed training and has mastered the reconciliation of the Collin County Pooled Cash bank account. Sharon has mastered the necessary tasks of balancing the Pooled Cash bank account to the HTE financial system and Treasury cash journal, downloading American National Bank cleared checks bank files to the PeopleSoft payroll system, and posting cleared Accounts Payable checks manually, with speed and accuracy, in the HTE financial system, and processing reconciliation reports.

Sharon has completed training and has mastered the reconciliation of the Jury Payment Fund bank account. Sharon has mastered the necessary tasks of balancing the Jury Payment Fund bank account to the Treasury cash journal, downloading Agile Jury system check files and formatting the check files to an Excel spreadsheet to process the required reconciliation reports.

Sharon has completed training in inventory of office supplies, ordering office supplies, and inventory and ordering of Central Supply items to timely provide Treasury employees, when necessary, with items needed to complete their job duties.

Sharon can perform the above job duties, when necessary, while processing and completing daily job tasks in an acceptable timely manner. Sharon's cross training was necessary to provide Supervisor the time required for the Collin County Munis Financial ERP project and to prevent Treasury workflow delays while meeting the monthly 25th reconciliation report deadline.

Approved by elected official or department head on the 12th day of October, 2016


Signature of Elected Official
or Department Head

Stacey Kemp
Printed Name