



*Presentation to the*  
**2017**

# **Ways and Means Committee**

Response to questions  
from committee members

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March 15, 2017



# Questions and Answers

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## **Please provide information on the department's staffing plan for the Finance Section and explain how it relates to mitigating the findings of the Secretary of State's audit of this section.**

The Finance Manager position has been vacant since December 2015. We have attempted two recruitment processes that both ended in failed recruitments. We are currently completing a third recruitment, and we are hopeful that the position will be filled within the next month, as we have some promising candidates.

We have held an Accountant 2 position vacant for the past two years. This person hired for this position has been representing the Finance Section on the CSR Project, but we will be bringing this person back in the Accountant 2 capacity in December 2017. If we didn't have a position for them to return to, it may have resulted in a layoff scenario. Please note that the Accountant 2 position has been identified as a reduction in the Governor's Budget.

We have temporarily hired a retiree who was formerly an Accountant 4 in the Finance Section for several years. He is working with the CSR Project and Finance Section to get us caught up on the smaller cash reconciliations that we have not been timely on. He is also going to train our existing Accountants 3 and 4 on year-end-close entries.

I anticipated that the audit findings will be mitigated for the 2017 fiscal year due to the corrective actions described above and the Finance Section being fully staffed by the end of December 2017.

## **Who did we seek guidance from to determine the location of the permanent payment center?**

We reached out to the Department of Administrative Services (DAS) Facilities staff and the Oregon State Police (OSP) to evaluate what location would be best for our permanent payment center. Due to the large amounts of cash that will be processed through the payment center, providing a safe and secure location for our staff and taxpayers has continuously been high priority for us. DAS Facilities involved an architect in their evaluation process, and DAS and OSP each conducted independent evaluations. Ultimately, it was determined that the first floor of the Department of Revenue building in Salem would provide adequate levels of safety and security, while still being the most convenient for taxpayers.