Collin County
Going the **E**xtra **M**ile (**GEM**) Recognition Form

Honoree's Name: Heather Hamack

Honoree's Job Title: Deputy County Clerk II

Department: County Clerk Treasury 0830

Years of Service with the County: __2___

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

Heather has completed training and has mastered the reconciliation of the Collin County Pooled Cash bank account. Heather 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.

Heather has completed training and has mastered the reconciliation of the Jury Payment Fund bank account. Heather 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.

Heather has been trained and is familiar with the Collin County Bail Bond financial job duties. Heather can update bail bond securities spreadsheet, setup a new bail bondsmen account, and contact correct Sheriff Office employees when correspondence or required information is necessary. Heather can answer daily questions and perform processes to prevent bail bond securities workflow delays.

Heather can perform the above job duties, when necessary, while processing and completing daily job tasks in an acceptable timely manner. Heather'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

Stacey Kemp

Signature of Elected Official
or Department Head

Stacey Kemp

Printed Name