

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sharon Fitzwater

Honoree's Job Title: Accounting/Audit Specialist

Department: County Auditor

Years of Service with the County: 23.4 yrs

Why the Honoree is receiving a GEM Award including dates:

Sharon is a tremendous asset to the Auditor's office and the Grants group. Her knowledge, professionalism, work ethic, and ambition are incredible. Sharon has a very heavy workload, however she is incredibly self-motivated to always be accurate in all she does and still strives to assist in any project she can. In this past fiscal year, Sharon has gone above and beyond in the following areas:

- Training – Sharon has assisted with many grants and payroll to train a new employee. She is always willing to take on a new grant, learn it as if it were assigned to her, and then train a new employee.
- Reconciliations – Sharon had assisted in reconciling many different grants as well as payroll accounts and the forfeiture accounts. She took on additional special revenue funds that needed to be fully reconciled and new tracking spreadsheets created so they could be managed more transparently and accurately. This was not an easy task and Sharon took it on with no complaints. The reconciliations and spreadsheets were very complex, however Sharon managed to get them fully reconciled and the spreadsheets are a tremendous success in ensuring the accounts stay fully reconciled with the current fund balance always up to date with real time amounts.
- Payroll – Sharon keeps all payroll duties up to date with no errors.
- Accuracy and timeliness – Sharon's accuracy and attention to detail are impeccable. She is always on time with all her duties as well.
- Extra Projects – Sharon is always assigned extra projects. She not only makes the time to get them done, but also accepts the assignments willingly. She is also extremely efficient and gets them done very quickly.
- 941 credits and issues – Sharon is always having to work with the IRS on issues with credits on the 941's that are assessed by the IRS incorrectly. Sharon spends hours on the phone ensuring these are all taken care of.

Sharon is a true asset to our team and to Collin County. Her dedication and work ethic is deserving of a GEM award.

Approved by elected official or department head on the 27th day of September, 2024


Signature of Elected Official
or Department Head

Linda Riggs
Printed Name