

The Administrative Services department is charged with the responsibility of Accounting, Payroll, Personnel Services, Human Resources, Data Processing, Risk Management, Administrative Support for the Board of Commissioners.

**Brenda Micka** is the Administrative Services Director for Wallowa County. The Administrative Services Director (ASD) assists the Board of Commissioners in providing overall policy direction to county programs.

## **In addition, the ASD is in charge of:**

- Preparation and administration of the County's annual budget
- Risk management
- Personnel-Human Resources Director
- Labor relations
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  - Labor relations

## **Accounting**

The department is charged with processing accounts payable according to local budget and accounting procedures and preparing payroll in accordance with Wallowa contracts and payroll rules and regulations. In addition to these vital functions, the Accounting Department provides detailed monthly and annual financial reports; tracks fixed assets of the county and furnishes accounting support and information to other county departments.

## **Staff Contacts**

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