

ORDINANCE NO. 89-55 AC CMS

AN ORDINANCE APPROVING A JOB DESCRIPTION FOR
THE CITY AUDITOR OF THE CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

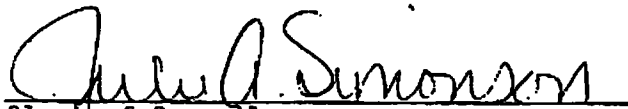
SECTION 1. That the attached description of job duties for the City Auditor of the City of Oberlin, Ohio, is hereby approved.


SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading- June 19, 1989
2nd Reading- July 10, 1989 (Emergency)
3rd Reading-

ATTEST:


Clerk of Council


Chairman of Council

POSTED: July 12, 1989

EFFECTIVE DATE: July 10, 1989

CITY AUDITOR

CHARTER SECTION XVI - AUDITOR.

Council shall appoint an Auditor who shall act as the City's chief accountant and auditor, preparing financial statements and budgets under the direction of the City Manager. The Auditor shall issue warrants to the Treasurer for paying out municipal funds and shall keep an accurate account of all taxes and assessments, and of all money due, all receipts and disbursements by, and of all assets and liabilities of the Municipal Corporation and of all appropriations made by Council. The Auditor shall at the end of each fiscal year, and oftener if required by Council, audit the accounts of the several departments and officers and shall audit all accounts in which the Municipal Corporation is interested. The Auditor may prescribe the form of reports to be rendered to his department, and the method of keeping accounts by all other departments, and he shall require daily reports, showing all money received and disposition thereof, to be made to him by each department. The Auditor shall, upon the death, resignation, removal or expiration of the term of any officer, audit the accounts of such officer, and if such officer is found indebted to the Municipal Corporation, the Auditor shall immediately give notice to Council and the Solicitor.

GENERAL STATEMENT OF DUTIES

Serve as Chief Fiscal Officer for the City of Oberlin. Responsible for the operations of the Finance and Utility Billing Office.

SUPERVISION RECEIVED

Serves at the pleasure of City Council.

SUPERVISION EXERCISED

Directs the staff in the Finance and Utility Billing Office. Prescribes the forms and reports to be submitted to the Finance Department from other departments. Directs all activities with regard to the computer system.

JOB DUTIES

- Prepare monthly financial reports for department heads.
- Prepare quarterly financial reports for City Council.
- Assist in the preparation of the annual "appropriation" budget.
- Prepare the annual "tax" budget which is filed with the County Budget Commission.
- Prepare all vouchers drawn on City funds.
- Certify the availability of funds for all City checks.
- Certify the availability of funds for purchase orders.

- Make all investments of City funds.
- Reconcile all City bank accounts.
- Prescribe forms, reports, and methods of keeping accounts of other departments that make collection of funds which are turned over to the Finance Department.
- Maintain bond and coupon registers for all City bonded debt issues.
- Instruct the Finance Department staff in the use of the computer system.
- Advise and give direction to other departments in the use of the computer system.
- Perform backup procedures on the computer system.
- Direct programming firm on debugging and program changes.
- Serve as a member on the Records Retention Committee.
- Perform the duties of an absent staff member in the Finance Department.
- Be available for Council meetings when a scheduled item may call for the Auditor's consultation.
- Recommend, advise and/or consult with City Manager, department heads, and others regarding the City's financial activities of the past, present, and future.
- Prepare the annual financial report which is submitted to the State Auditor's Office.
- Perform other related duties as assigned.

Classification: _____