

SECTION 3. DEPARTMENT OF FINANCE.

The Director of Finance shall be the head of the Department of Finance and the fiscal officer of the Municipality. He shall be appointed by the Mayor with the concurrence of the majority of the membership of the Council for a term not to exceed that for which the Mayor is elected. In the event the Mayor desires to remove the Finance Director, it shall be necessary to have a two-thirds (2/3) concurrence of Council. He shall be custodian of all monies and evidences of investment of the Municipality and shall keep a detailed record of all receipts and disbursements of Municipal monies, and a record of all expenditures from various appropriated funds. He shall supervise and keep all financial accounts of the Municipality and the several departments and officers thereof. He shall keep an accurate account of all taxes and assessments, and of all moneys due to and all receipts and disbursements by the Municipality, of all assets and liabilities of the Municipality, and of all appropriations made by Council. He shall examine and approve, if in proper form and an appropriation has been duly made, payrolls, bills and other claims; and prepare and sign all warrants and make payment thereon. He shall assist the Mayor and Council in the preparation of estimates, budgets and appropriations, and shall perform such other duties as this Charter or ordinance may direct and generally perform the fiscal duties and functions discharged by the Auditor and Treasurer of a City. He shall be bonded in an amount to be determined by Council.

(Amended 11-3-15.)

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