

ORDINANCE # 04-07-14 (2)
CITY TREASURER
CITY OF RAINSVILLE

WHEREAS, pursuant to Code of Alabama 11-43-5 the City of Rainsville requires the following for the City Treasurer.

**THEREFORE BE IT ORDAINED BY THE RAINSVILLE,
ALABAMA, CITY COUNCIL, THE FOLLOWING:**

SECTION 1: DEFINITION-

The purpose of this position is to provide administrative support for the Mayor, City Councilmembers and city employees and citizens of Rainsville. In the City Clerk's absence, the City Treasurer assumes the role in all capacities, performing the normal duties required. Financial personnel management, custodian of payroll, accounts payable, tax records, budgets, are responsibilities of the City Treasurer.

SECTION 2: DUTIES -

- Match and approve all purchase orders to invoices for councilmembers for approval;
- Ensures all expenditures are legal and made in accordance with policy;
- Prepares all city accounts payable checks and signs;
- Prepares all Agri-Center accounts payable checks and signs;
- Prepares and enters journal entries for all deposits other than court related;
- Prepares weekly payroll for the city, signs checks and distributes on Friday;
- Prepares weekly payroll for the Agri-Center employees;
- Prepares weekly payroll taxes;
- Works with local banks to maintain and establish accounts;
- Maintains credit cards used by the city;

- Prepares correspondence and forms as requested; and notarizes documents; • Reviews and assist with sanitation/sewer billings and collections; • Administers credit/debit card payments to sanitation sewer.
- Administers employee city paid cell phone program;
- Answer telephones, greet customers and visitors, provide assistance to customers, employees, and the general public, provides information regarding Council activities; and City programs;
- Maintains the Mayor's calendar;
- Attends employee meetings as requested by the Mayor and/or council;
- Works with various city board members request/needs;
- Manages the sale of city surplus property and equipment;
- Assist auditors with annual review, answer questions, and performs research as requested on payment related matters; and,
- Serves as Chamber Board member.

SECTION 3: Education/Knowledge:

Certified Municipal Clerk

Certified Governmental Accounting Program

Certified in Payroll thru The American Payroll Society

Special Requirements:

Proficient in QuickBooks and Microsoft Office

Basic knowledge of financial principles and practices and basic laws relating to municipal finance/government

SECTION 4: Requirements for Appointment:

The Treasurer shall be considered, appointed and voted on by the Rainsville City Council and Mayor and the majority of votes will determine the appointment of the same. The terms of service

shall be for the amount of time determined by the council and mayor including and following a majority vote.

SECTION 5: Discipline or Termination:

The Treasurer will be considered an administrative personnel position and will be subject to all rules and regulations set by the Code of Alabama as to the method for discipline and due process. Any disciplinary action taken regarding this position will be determined by a majority vote of the appointing authority which will be to include the Mayor and City Council.

*** If anything in the job description conflicts with State Law or the Department of Labor Rules then that part shall become invalid and the rest shall remain intact.

SECTION 6: THIS ORDINANCE SHALL TAKE EFFECT AFTER PASSAGE AND PUBLICATION REQUIRED BY APPLICABLE LAW.

NICK JONES, Mayor

Attest:

JUDY LEWIS, City Clerk

CLERK'S CERTIFICATE

I hereby certify that Ordinance No. 04-07-14 (2) was published on the 24th day of April, 2014, by publication of the same.

- in the *Mountain Valley News*, a newspaper of general circulation in the City of Rainsville.
- by posting at Rainsville City Hall, the Rainsville Public Library, the Rainsville Post Office, and Rainsville Fire Hall (on the _____ day of _____, 2014).

JUDY LEWIS, City Clerk