

CITY OF BETHEL

ORDINANCE NO. 159

AN ORDINANCE OF THE CITY OF BETHEL, ALASKA, ESTABLISHING AND SETTING FORTH THE ORGANIZATION AND DUTIES OF THE DEPARTMENT OF FINANCE.

THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, HEREBY ORDAINS THAT THE BETHEL CODE OF ORDINANCES BE AMENDED TO INCLUDE A NEW CHAPTER, CHAPTER 2.26, ENTITLED "DEPARTMENT OF FINANCE".

SECTION ONE: Title 2 of the Bethel Code of Ordinances is amended by addition of a new chapter 2.26 to read as follows:

Chapter 2.26

DEPARTMENT OF FINANCE

2.26.010 Established. There is established the Department of Finance.

2.26.020 Functions. The functions of the Department of Finance shall include:

2.26.030 Director. The Department of Finance shall be headed by the director of finance who shall be ex officio treasurer, data processing manager, City accountant and internal auditor.

- A. The director of Finance shall hire and supervise the departments, employees and manage the department subject to City manager's authorization and consent.

2.26.040 Accounting. The accounting and fiscal reporting functions of the City shall be under the supervision of the director of finance. The director of finance shall maintain custody of and responsibility for all fiscal records of the City not specifically entrusted to other offices by the director of finance.

2.26.050 Data Processing. The director of finance shall be responsible for directing the operations of the data processing element of the City. The City data processing shall provide centralized data processing to all City departments.

2.26.060 Internal audit. The director of finance, ex officio internal auditor, shall work closely with the external auditors in the best interest of the City. All departments will make available such documents and records as are necessary to accomplish this function.

2.26.070 Treasury. The treasury functions shall be headed by the director of finance, who will have custody of all public monies and investment securities of the City. The director of finance, will also administer the tax collections and fiscal operations function and act as paying agent for outstanding bonds and interest coupons.

SECTION TWO: This ordinance is effective immediately upon passage.

PASSED AND APPROVED THIS 17th DAY OF March, 1985.

Joe. Sullivan
Mayor

ATTEST:

Deanne Meiers
City Clerk