

ORDINANCE NO. 1689

AN ORDINANCE AMENDING TITLE 2 OF THE CITY OF CREST HILL CODE OF ORDINANCES REGARDING THE TREASURER'S OFFICE

WHEREAS, the present and future growth and needs of the City of Crest Hill necessitates the creation of a full-time head of the Treasurer's Office; and

WHEREAS, the City Council of the City of Crest Hill ("City Council") has accordingly determined that it is in the best interest of the City of Crest Hill to create the position of Finance Supervisor; and

WHEREAS, the City Council has also determined that the creation of the position of Finance Supervisor requires amendment to the duties of the City Treasurer.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: Preamble. The Preamble of this Ordinance is incorporated herein by reference.

SECTION 2: Sections 2.24.020, 2.24.030, 2.24.040 and 2.24.050 of the City of Crest Hill Code of Ordinances shall be deleted in their entirety.

SECTION 3: Chapter 2.26 of the Crest Hill Code of Ordinances shall be created as follows:

CHAPTER 2.26: FINANCE SUPERVISOR

Section

2.26.010	Creation of Office; Appointment
2.26.020	Salary
2.26.030	Duties and Responsibilities

§ 2.26.010 CREATION OF OFFICE; APPOINTMENT.

The office of Finance Supervisor is created. The Finance Supervisor shall serve as head of the Treasurer's Office and shall be appointed by the Mayor with the advice and consent of the City Council. The Finance Supervisor shall report to the City Administrator.

§ 2.26.020 SALARY

The salary of the Finance Supervisor shall be fixed as by the City Council.

§ 2.26.030 DUTIES AND RESPONSIBILITIES.

The Finance Supervisor shall have the following duties:

- A) Effectuates City financial policies and practices, and represents the City's interests by taking or recommending discretionary actions that effectively control or implement City financial policy.
- B) Supervises and directs the employees of the Treasurer's Office by consistently using independent judgment for the scheduling of employees, evaluating employee performance, correcting employee deficiencies, and effectively recommending the hiring, suspension, promotion, discharge and discipline of Treasurer's Office employees.
- C) Management and supervision of month-end processing including but not limited to: journal entries, posting revenue and manual items, reviewing accounts payable and clearing accounts, posting payroll and benefits, reconciling all cash and investment accounts, posting all interest earned, reviewing and producing all monthly financial material listed on Council agendas, accounts payable and payroll posting to general ledger.
- D) Budget preparation through EXCEL, including: revenue estimates, salary and benefit calculations for all employee groups, all year end estimates, posting final numbers to general ledger, City Council presentations at budget sessions, department submittal reviews and meetings, final document, all lines of insurance calculations, debt service reserve calculations.
- E) Audit work-paper preparation including: accounting system year end close, year-end accrual calculations and posting, confirmation letters, capital construction contracts, utility billing calculations.
- F) Payroll quarterly reporting: 941's, IMRF, Police Pension, Unemployment, State & Federal, and annual W2's.
- G) Banking duties: daily deposit review, bank reconciliations, all City banking communications, investment monitoring, wire transfers, manual checks.
- H) Attend City Council meetings and Work Sessions as required. Prepares reports for the Mayor, City Council and City Administrator as required including the following monthly reports to be submitted by the 15th of the month for the previous month:
 - 1) Statement of receipts and source thereof;
 - 2) Statement of actual expenditures by general ledger account only; that is, not to include departmental expenditures;
 - 3) Statement of cash transactions and balances in bank by fund, which statement shall include the following:
 - (a) Beginning cash balances on first of month, receipts, disbursements and end of month cash balances,
 - (b) The end of month balances should be reflected by fund and by bank account, showing the name of the bank, the account name and balance
 - 4) A complete list of obligations or accounts payable, including unpaid tax warrants, notes payable, bonds payable or any other balances or obligations payable, including due dates of each obligation

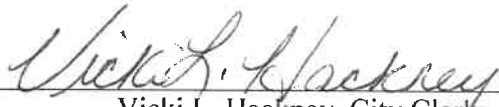
- I) Bring to the attention of the City Council, at the time a purchase is proposed, the fact that such purchase might result in over-expended appropriation. Transfers between appropriations must be approved by the City Council before such transfer is made.
- J) Supervise verification and payment of invoices, preparation of vouchers, and preparation of accounts payable ledger by vendor and by fund.
- K) Perform other duties as assigned by the City Administrator.

SECTION 4: Repealer. All ordinances or portions of ordinances previously adopted by the City Council that conflict with or are inconsistent with the provisions of this ordinance are repealed.

SECTION 5: Effective Date. This ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED THIS 18th DAY OF MAY, 2015.


	Aye	Nay	Absent	Abstain
Alderman John Vershay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Scott Dyke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Claudia Gazal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Barbara Sklare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Tina Oberlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Candis Thuringer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Charles Convery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Tom Inman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Ray Soliman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


 Vicki L. Hackney, City Clerk

APPROVED THIS 18th DAY OF MAY, 2015.


 Raymond R. Soliman, Mayor

ATTEST:


 Vicki L. Hackney, City Clerk