

Sec. 2-31. Department created.

1. There is hereby created the department of finance which shall consist of the finance office and the city treasurer's office.

(Ord. No. 2002-4, § 2, 4-15-02)

Sec. 2-32. Finance director; appointment, qualifications.

The position of finance director is hereby created. The finance director shall be appointed by and serve at the will and pleasure of the city manager. The city manager's appointment shall be subject to the approval of the city council.

The finance director shall hold a minimum of a bachelor's degree in finance, accounting, business or a related field. He or she shall also have a minimum of three (3) years' experience in finance and accounting.

Sec. 2-33. Powers and duties.

- (a) The finance director shall manage and supervise the finance office.
- (b) The finance director shall assist the city manager with the preparation of the annual budget.
- (c) The finance director shall measure performance against the approved budget, operating plans and standards and report and interpret the results of operations to all levels of management. These reports shall be not less than quarterly or more frequent as the city manager may so direct. This function includes the design, installation and maintenance of accounting and cost systems and records, the determination of accounting policy and compilation of statistical records as required.
- (d) The finance director shall be responsible for the maintenance of a system of accounts of the city which shall conform to the Michigan Uniform Chart of Accounts and to generally accepted principles and practices of governmental accounting.
- (e) The finance director shall provide protection for the city's assets to the extent of establishing and maintaining a strong system of internal controls and auditing and assuring proper insurance coverage for the protection of the city.
- (f) The finance director is hereby granted the necessary authority to examine any and all financial records of the city.
- (g) The finance director shall perform other duties and assignments as directed by the city manager.

(Ord. No. 2002-4, § 2, 4-15-02)

Secs. 2-34--2-45. Reserved