

Ordinance 2012-1

AN ORDINANCE TO DEFINE THE DUTIES AND RESPONSIBILITIES OF THE CITY OF LOCKESBURG RECORDER/TREASURER AND TO ESTABLISH PAY FOR DUTIES OUTSIDE THE RECORDER/TREASURER RESPONSIBILITIES NOT SET BY ARKANSAS STATE GUIDELINES AND THE CITY COUNCIL.

Description: The office of Recorder/Treasurer of the City of Lockesburg shall have all duties and responsibilities provided for under the laws of the State of Arkansas and the laws of the City of Lockesburg, Arkansas. Ordinance 2012-1 which prescribes the duties and responsibilities shall not be construed to limit the duties prescribed to the office by the laws of the State of Arkansas.

SECTION 1: RECORDER:

1. Is responsible to accurately record and transcribe all regular or special council meetings. She/he may be also be asked to record and transcribe any public workshop, meetings or presentation that the City Council or the Mayor believes is necessary.
2. Will prepare all meeting documentation for council and city hall records.
3. Will read minutes, ordinances, resolutions, take roll-call and record all votes.
4. Will prepare and send written notification for the public and news media.

SECTIONS 2: TREASURES:

1. Prepare monthly financial statement for Council; prepare a six month financial statement to print in the newspaper by April 1. (ACA 14-59-116)
2. Present copies of monthly reconciled bank statements at Council meeting.
3. Be responsible for the upkeep and security of all files and records. Provide all such files and records to audit departments upon request. Provide copies or information to citizen upon request as per the law.(ACA 25-19-103)
4. Prepare ordinances and resolutions.
5. Balance and reconcile each bank account monthly. Enter data in the accounting software as needed for monthly reconciliation.
6. Develop and maintain the City's fixed asset record for audit. (ACA 14-59-107) (ACA 14-237-108)
7. Cosign Sign checks, if absent, a co-signer will be established.
8. Work with auditors
9. Preparation of and amendments to budget by mayor and council. (ACA 14-58-201-203)

SECTION 3: ADDITIONAL PAY

1. The Recorder/Treasurer may receive extra pay when performing duties outside the description of his/her job description as set by the City of Lockesburg. When performing additional duties, the Recorder/Treasurer shall follow all guidelines set for an employee of the City of Lockesburg.