

ORDINANCE 15-16-02
An Ordinance Amending Chapter 3, Village Administration
of the Johnsburg Municipal Code

SECTION 1: That Chapter 3.03C, Village Employees is amended to read as follows:

C. Village Accountant

1. Hiring and Term. The Administrator may hire one Accountant with the advice and consent of the Village President to serve the Village with no set term. The Accountant is under the direct supervision of the Administrator. A BS degree in Accounting is preferred with a minimum of 3 years public sector experience dealing with funds and the salary shall be grade 8.

~~2. Duties. The Village Accountant shall:~~

- ~~a. Receive all money paid in to the Village either directly or from other Village personnel, and shall maintain ledgers for the comptroller and collector.~~
- ~~b. Make out all checks of the Village including payroll and pay out Village funds only on vouchers, orders, or checks properly signed by the President and others assigned by the Village Board.~~
- ~~c. Deposit Village funds in such legal depositories as may be designated by the Village Board by resolution or ordinance. Shall keep Village funds separate and distinct from any personal or private funds and shall not make personal or private use of the Village funds.~~
- ~~d. Maintain financial systems and records of the Village.~~
- ~~e. Prepare reports and analyses of financial matters of the Village and generate billing for purchased services.~~
- ~~f. Maintain accurate books and records of accounts showing all monies received by the Accountant, the source thereof, and all monies paid out by the Accountant and the purpose for which such money was paid out.~~
- ~~g. Be responsible for preparation and submittal of all payroll tax reports.~~
- ~~h. Assist with purchase order/encumbrance files.~~
- ~~i. Acts as the Treasurer for all pension funds.~~
- ~~j. Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.~~

~~k. From time to time, invest Village funds not immediately necessary in such depositories or in such securities as the Administrator deems in the best interest of the Village.~~

2. Purpose of Position

The purpose of this position is to carry out all financial operations of the Village, ensure balance between revenues and expenditures, maintain accountability of public funds, and assist the Village Administrator with budget, policy, program development, and purchasing. The work is performed under the direction of the Village Administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

FISCAL MANAGEMENT

Prepares and analyzes revenue and expense reports monthly.

Presents reports and other information to the Village Administrator, Department Heads, Finance Committee and Village Board.

Directs investment of Village funds in accordance with the Village's investment policy.

Prepares annual Tax Levy Ordinance for the collection of real estate taxes and related abatement ordinances.

Prepares the Village's Annual Budget and Capital Improvement, Maintenance and Replacement Plan; estimates revenues, expenditures and fund balances; and prepares Annual Budget Presentation.

Prepares Annual Appropriations Ordinance for presentation to the Finance Committee and Village Board.

Researches alternate revenue sources for municipal projects and advises Village Administrator regarding same.

Prepares the Village's Comprehensive Annual Financial Report.

Facilitates the Village's audit functions. Assists outside auditors to ensure timely and accurate receipt of Village's annual financial reports.

GENERAL FINANCIAL

Handles the computer automation of the Village's financial systems including general ledger, payroll, utility billing, accounts payable and accounts receivable.

Enters financial, employee, vendor and customer information to computer records for accounts payable, accounts receivable, payroll and general ledger. Sets up new accounts in computer records.

Prepares and posts entries to specific journals such as payments, payroll, utility billing.

Prints, sorts and sends invoices, vouchers and payments from computer records. Prints reports from compiled computer records.

Supports departments by producing monthly encumbered and unencumbered account balance reports.

Performs internal audit reviews for specific functions

Conducts a variety of special projects as directed by the Village Administrator.

ACCOUNTS RECEIVABLE

Reviews and posts daily cash receipts and deposits. Ensures receipts are properly credited to appropriate general ledger account.

Performs daily cash balancing on Front Desk cash drawer.

Prepares bank deposits and submits same to banks.

Performs account reconciliations and/or bank reconciliations.

ACCOUNTS PAYABLE

Reviews, codes and processes all invoices for accounts payable. Ensures proper signoff received before processing.

Enters accounts payable vouchers. Reviews accounts payable entries.

UTILITY BILLING

Oversees utility billing tasks and provides assistance as needed.

Provides collection services for delinquent utility billings and establishes payment plans for same.

PAYROLL

Processes the Village's payroll.

Facilitates the Village's employee benefit programs.

Monitors payroll work hour reports to determine IMRF-eligible employees and ensure proper benefit attributions.

Prepares required state and federal payroll reports.

Balances, processes and submits 941 forms.

Prepares yearly employee benefit statements.

Assists employees with payroll forms and tax-related information. Compiles, prints and distributes required payroll forms.

Enters and updates benefit payroll deductions, and notifies benefit providers of all changes to employee's account information.

Prepares and posts payments for Village's employee health insurance.

GENERAL ADMINISTRATIVE SUPPORT

Performs a variety of customer service tasks. Provides backup assistance answering phones, routing calls, and waiting on customers at Front Desk, as needed.

Types forms, correspondence and other materials as assigned from written and oral instructions.

Sorts and files written materials.

Answers a variety of inquiries regarding the Village.

Prepares liens and releases and submits to the County for filing.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Accounting; five years of progressively responsible experience in local government finance; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Computer skills with proficiencies in Microsoft PowerPoint, Word, Excel, and Access.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of good judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and

information.

- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information such as billing statements, time cards, invoice reports, journal entries, billing stubs, customer records, ordinances, correspondence and general operating manuals.
- Ability to communicate orally and in writing with Village Administrator, department personnel, water and sewer customers, residents, bank personnel, vendor representatives, auditors, the Finance Committee and Village Board.

Mathematical Ability

- Ability to apply algebraic formulas and perform statistical analysis.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work.
- Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses a limited risk of injury.
- The Village of Johnsburg is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned

upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

SECTION 2: That Section 3.03 G. Public Works Director is amended as follows:

G. Public Works ~~Director~~Foreman

1. Hiring and Term. The Village Administrator may hire one Public Works ~~Director~~Foreman with the advice and consent of the Village President to serve the Village with no set term. The Public Works ~~Director~~Foreman is under the direct supervision of the Administrator. A Bachelor's Degree is preferred with a minimum of 5 years supervision and field experience dealing with public works infrastructure. Qualified candidates shall exhibit strong leadership, organizational and time management skills. Certifications in sewer and water operations are desirable. The Public Works ~~Foreman~~Director is a hands-on position requiring the candidate to perform both department ~~supervision~~management and field work. The salary shall be grade 8.

2. Duties. The Public Works ~~Director~~Foreman shall:

- a. Have supervision over public works personnel, buildings and equipment used in providing and maintaining the infrastructure of the Village.
- b. At the direction of the Administrator, see that the object and purpose of the department of public works is carried out and that the combined system is conducted on an economical, businesslike basis.
- c. ~~Assists in developing~~Develop the annual public works budget.
- d. ~~Assists in developing~~Develop both short and long-range department capital infrastructure plans.
- e. Prepare, plan, and organize all public works projects.
- f. Prepare documents, reports, bid specs and project cost analysis.
- g. Perform public works tasks including but not limited to vehicle and equipment maintenance, heavy equipment operations, snow plowing, maintenance of roadways, sidewalks, drainage facilities and sewer and water facilities.
- h. Update and maintain department inventory
- i. Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Absent:

Abstain:

APPROVED:

Edwin P. Hettermann, Village President

(SEAL)

ATTEST:

Claudett E. Peters, Village Clerk

Passed:

Approved:

Published:

CERTIFICATION

I, CLAUDETT E. PETERS, do hereby certify by my signature affixed below that I am the duly appointed, acting and qualified Clerk of the Village of Johnsburg, County of McHenry, Illinois.

I do further certify that a regular meeting of the President and Board of Trustees of the Village of Johnsburg, held on the ___ day of _____, 2015 the foregoing Ordinance entitled: ***“An Ordinance Amending Chapter 3, Village Administration of the Johnsburg Municipal Code”*** was duly passed by the President and Board of Trustees of the Village of Johnsburg, a true and correct copy of which is attached hereto. The passage of said Ordinance was on a roll call vote, on which the vote was as follows:

Voting Aye:

Voting Nay:

Absent:

Abstain:

I do further certify that said Ordinance was duly published on _____2015 in pamphlet form.

IN WITNESS WHEREOF, I have above set my hand and caused to be affixed the seal of the VILLAGE OF JOHNSBURG, Illinois, on the ___ day of June, 2015.

Claudett E. Peters, Village Clerk
Village of Johnsburg

(SEAL)