

ORDINANCE NO. 09- 55

AN ORDINANCE PROMOTING ALICE O'KEEFE
TO SENIOR ACCOUNTING TECHNICIAN

WHEREAS, through reorganization of the village staff the Chief Fiscal Officer accepted additional responsibilities of supervision of an additional department, making it necessary to shift some responsibilities/job duties.

WHEREAS, the duties are accounting in nature and are related to Property Control and Inventory, Controls related to Other Accounts Receivable and Motor Fuel Tax Records and Reporting; and

WHEREAS, Alice O'Keefe has been an Accounting Technician since January 8, 2002 and has consistently performed at an outstanding level. It is the belief of the Chief Fiscal Officer that Alice O'Keefe will admirably perform the additional duties above described and the recommendation of the Village Manager that Alice O'Keefe be promoted to the position of Senior Accounting Technician.

THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: Alice O'Keefe shall be promoted to the position of Senior Accounting Technician to be paid an hourly wage of \$17.84, effective on the October 5th payroll. Salary and associated expenses shall be equally distributed from the Electric, General and Water funds.

Section 2: This Ordinance shall be in full force and effect upon passage and approval.

Thomas S. Gray
Thomas S. Gray, President
Village of Chatham

ATTEST:
Pat Schad
Pat Schad, Clerk

AYES: 6 HERR MAN BOULE REYNOLDS PASSED: 10-13-09
KAUANACH SCHATTEMAN
NAYS: 0 APPROVED: 10-13-09



Senior Accounting Technician - *Additional Job Duties*

Property Control and Inventory

Purpose: To update fixed asset records on a more timely basis. Currently records are only adjusted once a year during the preparation for the annual audit.

To assist departments within the Village in assembling and maintaining a listing of items which fall outside of the scope of the Village's capitalization and inventory policy. These items would include tools under \$1,000.

Monthly

Adjust Fixed Asset Records for Additions and Deletions. Reconcile Fixed Asset Reports
Work-time estimated at 4 to 8 hours a month

Annually

Conduct Annual Inventory of Capitalized Fixed Assets
Work time estimated 24 hrs a year
Assist in preparing fixed asset workpapers for annual audit
Work time estimated 16hrs a year

Controls related to Other Accounts Receivable

Purpose: Improve internal controls over other accounts receivable. These are receivables for items other than those billed for electric, water, sewer and yard waste services

Monthly

Monitor the status of other receivables and maintain excel spreadsheets listing other receivables by fund to insure timely recording, billing and collection.

Motor Fuel Tax Records and Reporting

Monthly

Update file of disbursements and cancelled checks to submit to the Village Engineer at the calendar year end for preparation of the Village's Motor Fuel Tax Program.