

Public Notice

The City of Vermilion is seeking a Finance Director as held by the Charter of the City.

The Director of Finance shall be the head of the Department of Finance and the fiscal officer of the Municipality. He shall be appointed by the Mayor subject to confirmation by a majority vote of the members of Council, and shall serve at the pleasure of the Mayor. He shall keep the financial records of the Municipality, exhibiting accurate statements of all moneys received and expended, of all property owned by the Municipality and of all taxes and assessments. He shall be the custodian of all public money of the Municipality, shall keep and preserve such money in the place or places authorized by ordinance, and shall disburse the same as may be required by law or ordinance. He shall not allow the amount set aside for any appropriation to be overdrawn or drawn for any other purpose. He shall examine and audit the accounts of all other officers, employees and departments. He shall require evidence that the amount of any claim presented to him is due. He shall be responsible for the preparation and submission of appropriation measures and shall assist the Mayor and Council in the preparation of estimates, budgets and other financial matters and at all times keep the Mayor and Council fully advised as to the financial condition and needs of the Municipality. He shall perform the duties of Treasurer and such other duties consistent with his office as the Mayor or the Council may direct.

James Forthofer, Mayor
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