

The Mayor of Chillicothe Missouri is now accepting applications to fill the unexpired term of the City Auditor. This is a full-time position to be appointed until the position is filled by the vote of the people (April 2023). Candidate must be a resident of the City of Chillicothe, at least 21 years of age, and be a registered voter of Livingston County, Missouri.

\$58,249.00/year plus \$75.00 per council meeting attended with an excellent benefit package including 100% paid health insurance; 100% paid retirements after eligible; 12 paid holidays; paid vacation and sick days.

Applications and job description are available at the City Clerk's Office at 715 Washington Street, Chillicothe, MO 64601. Applications are to be returned to the Clerk's Office at the above address by 5:00 p.m. on April 29, 2022. EOE

City of Chillicothe, MO
Tuesday, April 5, 2022

Chapter 120. Officers and Employees

Article V. City Auditor

Section 120.500. General Accountant of City.

[CC 1999 §2-145; R.O. 1962 §124]

It shall be the duty of the City Auditor, in addition to the duties imposed upon him/her by the City Charter, to be the general accountant of the City and as such to receive and preserve in his/her office all City accounts, books, vouchers, documents and any papers relating to the accounts and contracts of the City, its revenue, debt and fiscal affairs, whether said accounts are between the City and any officer therefor, or said accounts and contracts are between the City and any person or body corporate, except where said books, vouchers or documents are by Charter or ordinance placed in the custody of some other officer.

Section 120.510. Accounting Procedures.

[CC 1999 §2-146; R.O. 1962 §125]

In keeping the books and other financial records of the City, the City Auditor shall use generally recognized accounting procedures.

Section 120.520. Accounts Between City and Officers.

[CC 1999 §2-147; R.O. 1962 §126]

It shall be the duty of the City Auditor to keep in proper books the accounts between the City and all officers charged with the collection of any money or into whose hands any money belonging to the City shall come, from what source derived and on what account paid.

Section 120.530. Record of Warrants.

[CC 1999 §2-148; R.O. 1962 §127]

The City Auditor shall keep a record of all warrants drawn upon the City Treasurer, specifying the number, date, amount and to whom payable, date of payment and to whom paid.

Section 120.540. Deliver Warrants To Clerk.

[CC 1999 §2-149; R.O. 1962 §130]

The City Auditor shall issue warrants as ordered and allowed by the City Council, upon the various funds of the City, showing the accounts upon which the same is drawn and the purpose for which drawn; he/she shall sign and deliver the original to the City Clerk, retaining a duplicate copy thereof in his/her office; the City Clerk shall record the same in the proper records, countersign with the seal of his/her office and deliver the same to the City Treasurer who shall designate upon the face of the

warrant the bank where payable, sign and record the same in the proper books of account, after which he/she shall deliver the same to the payee thereof forthwith and at the end of each month shall make proper reconciliations of his/her books with the bank statements and canceled warrants, after which he/she shall file the same in numerical order in his/her office.

Section 120.550. Balance Accounts.

[CC 1999 §2-150; R.O. 1962 §131]

At the end of each fiscal year, the City Auditor shall balance the accounts kept by him/her and make a full statement thereof and file the same with the City Council for their approval and shall also make monthly reports to the City Council of the amounts of all warrants outstanding against the City on account of each separate fund and showing also the balance in his/her favor of or against the City in account with the several officers of the City.

Section 120.560. Monthly Reports.

[CC 1999 §2-151]

The City Auditor shall report to the City Council at each monthly meeting the amount of all claims audited and allowed by him/her, giving the name of each party having claim, nature of the same and amount and stating the amount necessary to pay the demands presented for payment against the City to date.

Section 120.570. Supplies.

[CC 1999 §2-152; R.O. 1962 §132]

The City Auditor shall have the power to purchase all the books and other articles required for his/her office to be paid for as other demands against the City.

Section 120.580. Claims Not Allowed.

[CC 1999 §2-153; R.O. 1962 §133]

If any claim against the City shall be presented to the City Auditor and not allowed or approved by him/her, the claimant shall have the right to present the claim to the City Council and if allowed by the City Council, shall be paid as other claims.

Section 120.590. Tax Books.

[CC 1999 §2-154; R.O. 1962 §134]

The City Auditor shall make out current, back tax and consolidated back tax books and keep a full and accurate account of all bonds, bills and notes owned by or payable to the City.

Section 120.600. Preparation of Annual Budget.

[CC 1999 §2-155]

The City Auditor shall assist the Mayor and City Council in the preparation of the annual budget of the City.

Section 120.610. Compensation.

[CC 1999 §2-156; Ord. No. 2010-76 §4, 10-11-2010]

The City Auditor shall receive a salary as set by ordinance by the City Council from time to time.

Section 120.620. through Section 120.670. (Reserved)