

DUNKIRK CITY CHARTER - ARTICLE XII

ARTICLE XII Fiscal Affairs Officer

§ 12.00. Appointment and Qualifications.

The Fiscal Affairs Officer shall be an independent officer of the City who shall be appointed by the Mayor with the consent of the Common Council and shall serve at the pleasure of the Mayor. The Fiscal Affairs Officer shall have a Bachelor's degree in accounting from an accredited college and have three years experience in the field of finance, budgeting and accounting.

§ 12.01. Powers and Duties.

The powers and duties of the Fiscal Affairs Officer shall include:

- (a) Maintenance and supervision of a general accounting system for the City in accordance with a uniform system of accounts approved by the State Comptroller;
- (b) Examination and audit of the accounts of all offices of the City and all persons indebted to the City and certification as to the condition of each account;
- (c) Requiring reports of receipts and disbursements from the City Treasurer and all offices, departments, board and commissions of the City at such intervals as may be deemed advisable or as otherwise provided by law;
- (d) Assistance to the Mayor in preparation of the annual City budget and capital program;
- (e) Maintenance of budgetary control for the Common Council, Mayor and all City departments, commissions, boards and offices;
- (f) Acting as purchasing agent of the City pursuant to the General City Law;
- (g) Attendance at Common Council meetings;
- (h) Subject to the Civil Service Law, Rules and Regulations, the Fiscal Affairs Officer shall appoint all officers and employees of the Department to fill such positions within the Department as authorized by the Common Council; the Fiscal Affairs Officer may also suspend and remove all employees subject to the Civil Service Law, Rules and Regulations;

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- (i) Performance of such other similar and related duties may be assigned by the Mayor.