

SCHEDULE "C"

Powers, Duties and Functions of the Chief Financial Officer/Financial Administrator

Statutory (Financial Administration)

1. receiving all money paid to the City;
2. ensuring the keeping of all funds and securities of the Municipality;
3. expending and disbursing money in the manner authorized by Council;
4. investing revenue funds, until required, in investments as permitted under the *Community Charter*;
5. ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe;
6. compiling and supplying information on the financial affairs of the City required by the inspector;

Human Resources

7. recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Financial Services Department;
8. supervise all employees in the Financial Services Department;
9. be a member of bargaining committees dealing with union/association contract negotiations for the City of Rossland and other City related or appointed Boards delivering City services;

General Administration

10. supervise the operation of the Financial Services Department of the City;
11. supervise implementation of Council directives and directives of the City Manager;
12. act as a contact between the Financial Services Department and other departments, under the supervision of the Chief Administrative Officer;

Legal Advice and Proceedings

13. supervise the obtaining of insurance as deemed necessary;

14. supervise the provision of insurance matters;
15. prepare and arrange for filing of any documentation necessary, under the *Financial Disclosure Act* or otherwise;

Council

16. attend meetings, as required by the Chief Administrative Officer;
17. provide advice to Chief Administrative Officer regarding any matter of a financial nature;
18. prepare budgets and financial plans of the City and other organizations delivering City Services; and
19. liaise with the City's auditor in connection with the financial audit.