ORDINANCE NO. 1314

AN ORDINANCE of the City of Kent, Washington, creat­ing the office of Municipal Accountant, setting forth the qualifications and duties of said office, and pro­vid­ing the method for filling and vacating said office, and providing the salary therefor.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON DO

ORDAIN AS FOLLOWS:

Section 1. OFFICE CREATED: There is herewith created the office and position of MUNICIPAL ACCOUNTANT for the City of Kent, Washington.

Section 2. APPOINTMENT AND REMOVAL: The office of Municipal Accountant shall be filled by appointment by the Mayor, in writing and filed with the City Clerk, and such officer shall thereafter serve at the pleasure of the Mayor, who may, if he desires, remove said officer, by notification in writing and filed with the City Clerk.

Section 3. QUALIFICATIONS: An appointee to the office of Municipal Accountant shall have a general knowledge, preferably acquired from both education and actual experience sources, of accepted bookkeeping and accounting practices and procedures, and shall have some knowledge and experience in the laws of the State of Washington pertaining to municipal accounting and budgetary practices and procedures.

Section 4. DUTIES. The Municipal Accountant shall have the following duties, as well as those which are from time to time delegated to him by the Mayor:

A. To assist the Mayor and all municipal department heads in preparation and presentation of the annual munic­i­pal budget.

B. Throughout the year, to compile an accurate list and account for the income and expenses of the various munici­pal departments and funds, and to project as accurately as possible from said list and accounts, the expenses and income.
from each of said municipal departments and the projected expenses and income of all other phases of municipal government.

Section 5. SALARY: The Municipal Accountant shall be paid a monthly salary of Six Hundred Dollars ($600.00) per month.

Section 6. EFFECTIVE DATE: This Ordinance shall be in force from and after its passage, approval and publication as provided by law.

ALEX THORNTON, MAYOR

Attest:

MARIE JENSEN, City Clerk

Approved as to form:

JOHN B. BERET, City Attorney

PASSED the 16th day of August, 1965.
APPROVED the 17th day of August, 1965.
PUBLISHED the 18th day of August, 1965.