

CHAPTER 12 (Revised 9/7/04)

CITY TREASURER

Sections:

1. Appointment.
2. Duties.
3. Pay.

Section 1. Appointment.

There shall be a city treasurer who shall be appointed by the chief administrative officer subject to confirmation by the council. He/she shall hold office at the pleasure of the council, unless this authority is delegated to the chief administrative officer. The office of treasurer may be combined with that of city clerk.

Section 2. Duties.

The treasurer shall:

- A. Except as provided in A.S. 14.14.060 be the custodian of all city funds and property;
- B. Keep an itemized account of money received and disbursed;
- C. Pay money and vouchers drawn against appropriations;
- D. Assist the chief administrator in preparing the annual budget of the city;
- E. Prepare and submit to the mayor and council such financial reports and other data as may be required or requested;
- F. Prescribe and control such procedures as are necessary to protect city funds and property;
- G. Be responsible for filing state and federal applications for shared revenue programs;
- H. Perform other duties specified by state law or city ordinances or assigned by the chief administrator or the council; and
- I. Give bond to the city in a sum that the council directs. Premiums for any such bond shall be paid by the city.

Section 3. Pay.

The council shall determine the pay of the treasurer.