

THE VILLAGE OF TAOS SKI VALLEY

ORDINANCE NUMBER 2015-52

CREATING THE OFFICE OF FINANCE DIRECTOR AND VILLAGE TREASURER

BE IT ORDAINED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY

Section 1. Joint Appointment.

One person may be appointed to perform the duties of both the offices of Finance Director and Village Treasurer. The finance director shall perform the responsibilities contained in the job description and as required by statute and serve under the general supervision of the mayor and village administrator. The person shall be an appointed administrative officer of the Village of Taos Ski Valley and shall be titled Finance Director.

Authority: Section 3-37-3 NMSA 1978

Section 2. Powers and Duties; Term; Qualification; Removal.

- A. The treasurer shall be the Finance Director for the municipality unless another officer is directed by ordinance to be the Finance Director. The Finance Director shall:
- (1) receive and receipt all money belonging to the municipality. He/she shall deposit all money, in accounts approved by the governing body, in a manner prescribed by law;
 - (2) keep his/her accounts and records in the manner prescribed by the governing body;
 - (3) keep the money of the municipality separate from any other money in his/her possession;
 - (4) expend the money only as directed by the governing body;
 - (5) submit monthly, a report of the receipts and expenditures of the municipality; and
 - (6) prepare annually, at the close of the fiscal year, a financial report showing the receipts, expenditures and balances for each fund. A copy of the financial report shall be filed in the office of the municipal clerk as a public document.
 - (7) shall be responsible for preparation of the annual operating budget for submittal to the Village Administrator with budget presentation to the Village council. He/she shall also be responsible for ensuring that all expenditures are consistent with the approved budget.
 - (8) shall ensure that an annual audit is conducted at the close of each fiscal year, by an auditor approved by the Office of the State Treasurer. The audit shall be presented to the governing body for their review and inspection not later than six (6) months following the close of the fiscal year.
- B. The records of the Finance Director shall be open to inspection by any citizen during the regular business hours of the municipality.
- C. The Finance Director shall be appointed for an indefinite term by the mayor, with the approval of the Village of Taos Ski Valley Council and shall serve until resignation, death or removal by the appointing authority.
- D. Candidates for the position of Finance Director shall be selected on the basis of ability and experience.

E. The Finance Director may be removed from office at any time by the mayor, with the approval of the Village of Taos Ski Valley Council.

Section 3. Compensation.

The Finance Director shall be compensated in accordance with his/her letter of appointment and the Village of Taos Ski Valley annual budget resolution.

PASSED, APPROVED AND ADOPTED this 7th day of October, 2014.

The Village of Taos Ski Valley, New Mexico

By: Neil King
Mayor

ATTEST:

Vanessa Chisholm
Village Clerk

Vote: For 4 Against 0