(2) City of Conway

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City of Conway, Arkansas
Ordinance No. O-11-63

AN ORDINANCE AUTHORIZING A CHANGE IN STAFFING LEVELS FOR THE FINANCE DEPARTMENT; AND FOR OTHER PURPOSES:

WHEREAS, the Finance Department staffing includes a Part Time Payroll Officer II; and

WHEREAS, the employee holding the position of Part Time Payroll Accountant has notified the CFO of resignation as of October 15, 2011; and

WHEREAS, the Finance Department would benefit by reallocating duties and thus reclassifying the Part Time Payroll position to an Accounting Manager position that would supervise and perform payroll, purchasing, and budget responsibilities; and

WHEREAS, the financial impact of this change can be absorbed by the department's 2011 budget previously approved by City Council and therefore no current budget adjustment is warranted for the remainder of the 2011 budget year; and

WHEREAS, this change will provide needed back up in the critical areas of payroll, budget and general accounting review;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

SECTION 1. The authorized positions in the City of Conway Finance Department are changed to reflect the following position reclassifications; one (1) full time Budget Analyst II position to one (1) Accounting Manager Position; one (1) part time Payroll Officer II to one (1) Payroll Officer I/Budget Analyst I position.

SECTION 2. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 9th day of August 2011.

Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett
City Clerk/Treasurer