

FEB 11 2025

10

AN ORDINANCE ESTABLISHING THE POSITION OF SENIOR ACCOUNT CLERK WITHIN THE BOARD OF WATER SUPPLY

Whereas, by letter dated January 23, 2025, the Commissioner of the Board of Water Supply has requested legislation authorizing the position of Senior Account to be established within the Board of Water Supply; and

Whereas, the Board of Water Supply has identified the need for a Senior Account Clerk position to ensure compliance with mandated internal controls and rigorous accounting requirements; and

Whereas, the Senior Account Clerk will work under the direct supervision of the Chief Accountant to oversee the daily accounting operations of clerical and technical accounting staff; and

Whereas, this position will be critical in safeguarding against potential accounting discrepancies and ensuring compliance with applicable regulations and policies; and

Whereas, the addition of this position aligns with recommendations made in previous audits to strengthen financial oversight and operational efficiency; and

Whereas, the necessary funds for this position, with an annual salary of \$59,630.87 at Grade 7B Step 1, have been allocated within the Board of Water Supply's 2025 budget under code 001-521-521002; Now, Therefore, Be It Resolved That

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

Section 1. Establishment of Position. The position of Senior Account Clerk is hereby established within the Board of Water Supply.

Section 2. Duties and Responsibilities. The Senior Account Clerk shall perform duties including, but not limited to: a) Proof checking daily cash entries to ensure accuracy and integrity of transactions; b) Verifying deposits and reconciling cash received at the end of each business day; c) Managing customer service functions such as processing credit refunds, addressing misapplied payments, and reviewing requests to waive interest and penalties; d) Reviewing entries prepared by clerical and technical accounting staff to ensure correctness and compliance with established policies.

Section 3. Supervision. The Senior Account Clerk shall report directly to the Chief Accountant of the Board of Water Supply and shall assist in overseeing clerical and technical accounting staff in the execution of financial operations.

Section 4. Compensation. The annual salary for the Senior Account Clerk position shall be \$59,630.87, corresponding to Grade 7B Step 1, as provided in the Board of Water Supply's 2025 budget under code 001-521-521002.

Section 5. Effective Date. This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.

Vote Taken As Follows: 02/11/2025  
Boxhill: Yea Gleason: Yea  
Poteat: Yea Thompson: Yea  
Brown: Yea Ordinance: Adopted

S/b  
11A

71,384.38  
to  
92,851.27  
increments  
\$2385.21

APPROVED AS TO FORM

*[Signature]*  
Assistant Corporation Counsel  
Deputy

*[Signature]*  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

*[Signature]*  
President

ATTEST:  
*[Signature]*  
City Clerk

FEB 11 2025

APPROVED  
Date  
*[Signature]*  
By  
Mayor

APPROVED  
Dept. \_\_\_\_\_