

**CHAPTER 2.12  
FINANCE DEPARTMENT**

Sections:

- 2.12.010 Established
- 2.12.020 Powers and Duties
- 2.12.030 Appointments and Duties of Director
- 2.12.040 Investments

2.12.010 Established: There is established in the city a Finance Department. (Ord. 815, 1977)

2.12.020 Powers and Duties: The department shall be responsible to the City Manager for effective administration and shall have all the powers and perform such other duties as provided by the law of the state, the city code, ordinances, and resolutions, and the City Manager. (Ord. 815, 1977)

2.12.030 Appointment and Duties of Director:

- A. The City Manager shall appoint the Finance Director who shall be the best trained and qualified person available.
- B. The Director shall be responsible to the City Manager for management of the Finance Department, supervision of departmental employees, and for effective administration of financial activities.
- C. The Director shall be designated City Treasurer and City Clerk to perform in such capacity whenever the laws of the state or the ordinances of the city make reference to such positions.
- D. The Director or his duly authorized representative shall enforce the provisions contained in Title 3 of the Moses Lake Municipal Code entitled "Revenue and Finance", Title 5 of the Moses Lake Municipal Code entitled "Business Licenses and Regulations", and Title 13 of the Moses Lake Municipal Code entitled "Water, Sewers, and Public Utilities", and be authorized to issue misdemeanor citations and infraction notices for violations of the aforementioned code provisions. This authorization is not exclusive and is in addition to the authority conferred by law on any other appropriate city employee or official.
- E. The City Manager may appoint or authorize the Finance Director to appoint Assistant Finance Directors to assist in the performance of the duties of the Finance Director and to act in the absence of the Director. (Ord. 1516, 1992; Ord. 815, 1977)

2.12.040 Investments:

- A. RCW Chapter 35A.40.050 provides a city may invest excess funds, may designate an investment official and may deposit certain investment returns into the current expense fund.
- B. The Finance Director is authorized to determine the amount of money available in each fund for investment purposes and to make the investments allowed by law. The Finance Director shall make a monthly report of all investment transactions to the City Council.
- C. The Finance Director is directed to deposit all income derived from investments into the current expense fund except for that income required by the Laws of the State of Washington or the United States to be returned to the participating fund. (Ord. 2444, 2/24/09; Ord. 1048, 1982)