

The Department of Finance and Treasury is supervised by the Finance Director/Treasurer, who is appointed by and reports to the Village Manager. The duties and responsibilities of the department and director are set forth in **Chapter 33** of the Village of Lake Orion Code of Ordinances. The department is responsible for all financial functions of the village, including but not limited to the following:

- Investment of all village monies
- Debt administration
- Payroll
- Employment benefits administration
- Accounts payable and receivables
- Cash handling and receipting
- Bank deposits and reconciliations
- Assistance with budget development and administration
- Audit preparation coordination and internal financial controls
- Project expense review and reporting
- Fixed assets accounting and reporting
- Financial statement preparation
- General ledger accounting
- Escrow accounts maintenance
- Downtown Development Authority financial management
- Cemetery financial management
- Computer financial software maintenance
- Water and sewer utility billing and receipting

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