

ORDINANCE NO.: 2026-17
SPONSOR: MAYOR YEARGIN
INTRODUCED: JUNE 23, 2026 **ASSIGNED TO:** _____

AN ORDINANCE CREATING THE POSITION OF ACCOUNTS PAYABLE CLERK IN THE FINANCE DEPARTMENT; ESTABLISHING COMPENSATION, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Green administration has recognized the need to create an Accounts Payable Clerk position; and

WHEREAS, the City of Green administration has further determined that the duties currently assigned to the Accounts Payable function have expanded significantly in scope and complexity and now include responsibility for vendor invoice processing, accounts payable administration, accounts receivable activities, engineering billing, vendor management, payment reconciliation, financial recordkeeping, cost recovery programs, and other essential fiscal operations; and

WHEREAS, the City of Green administration has determined that the duties and responsibilities associated with the Accounts Payable function warrant the establishment of a separate Accounts Payable Clerk classification, distinct from other administrative classifications, in recognition of the position's increased responsibility, accountability, and specialized financial functions; and

WHEREAS, the City of Green administration further desires to establish wages for the Accounts Payable Clerk that are comparable to the Administrative Secretary classification, for which the Accounts Payable Clerk serves as backup and performs duties requiring a similar level of knowledge, skill, responsibility, and independent judgment.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GREEN, COUNTY OF SUMMIT, STATE OF OHIO, THAT:

SECTION ONE:

The Green City Council hereby establishes the position of Accounts Payable Clerk within the Finance Department, the job description for which is attached hereto and incorporated herein as "Exhibit A". The Accounts Payable Clerk will be included in the AFSCME bargaining unit listing of jobs and shall be compensated at the same pay grade and step range as the Administrative Secretary, with an hourly pay step range of \$25.00 to \$28.10. The wage rates for this classification shall be adjusted in accordance with the terms of the AFSCME Collective Bargaining Agreement.

SECTION TWO:

The Accounts Payable Clerk will be a classified and FLSA non-exempt position.

SECTION THREE:

The City of Green finds and determines that all formal actions of Council concerning and relating to the adoption of this Ordinance were taken in open meetings of Council and that any deliberations of Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all applicable legal requirements.

SECTION FOUR:

This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ADOPTED: _____, 2026

Nichole Messner, Clerk of Council

Justin Speight, Council President

APPROVED: _____, 2026

Rocco P. Yeargin, Mayor

ENACTED EFFECTIVE: _____, 2026

ON ROLL CALL: Brandenburg _____ DeVitis _____ Humphrey _____

Neugebauer _____ Noble _____ Meager _____ Speight _____

PUBLICATION CERTIFICATION

I, Nichole Messner, Clerk of Council of the City of Green, County of Summit and State of Ohio, whose custody the original files and records of said council are required to be kept by the laws of the State of Ohio, do hereby certify that the above legislation was duly published in the *Southside Leader* on _____ and _____, 2026.

Nichole M. Messner, Clerk of Council

_____, 2026 Approved as to form and content by Lisa Carey Dean, Law Director _____