

POSITION DESCRIPTION

Job Title: Treasurer

GENERAL PURPOSE

Perform a variety of routine and complex clerical, accounting, finance and administrative work in administering the treasury function of the village.

SUPERVISION RECEIVED

Works under the general supervision of the Village President and the Village Board.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages investment of village funds in accordance with investment policies and goals, and local, State and Federal regulations.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control. Prepares annual budget requests; assures effective and efficient use of budgeted funds.

Utility Billing: uploads handheld radio reader with customer data list for public works; downloads handheld readings into utility billing software; prepares and mails utility bills monthly, no later than the 1st of the month; accepts, processes and posts all utility payments received within three business days of receipt; processes ACH payments through the bank by the 20th of the month or next business day after; applies penalty to accounts with any outstanding balance over \$25, unless they are on a payment plan or have made prior arrangements; sends termination notices to accounts in arrears over 45 days; prepares red tag notices for public works to place on house prior to shut off; has public works shut off water if necessary; prepares all necessary paperwork for reconnection; other duties as necessary.

Accounts Payable: receives and reviews all invoices for accuracy; ensures work was done by having department head approve invoices; if packing slip was sent, attach to invoice; if purchase order was used, attach to invoice; matches all receipts to statements making sure all charges are accounted for; deciphers due date for all invoices and statements ensuring that the village takes advantage of any discounts offered and does not incur any late fees; prepares warrants for payment on all invoices and statements; enters warrants into accounts payable system as needed; prints and mails check payments on a weekly basis; resolves any inquiries made by vendors; other duties as necessary.

Payroll: enters hours worked into payroll system; payroll is disbursed on the 15th and 30th of each month and includes the 31st of the month if there is one; full-time employees are paid via direct deposit, part-time via paper check; other duties as necessary.

Journal Entries: posts all direct deposits from the State ensuring the correct general ledger numbers are used; posts any funds transfers as needed; posts and deposits in bank all payments for permit fees and court fines within three days of receipt; posts and deposits in bank all Motor Fuel Tax (MFT) payments within three days of receipt; posts all bank interest earned at month end; posts any bank fees at month end; posts monthly corrections as needed; other duties as necessary.

Bank Reconciliation: enters all cleared checks into software system through the check reconciliation program; prints out list of cleared checks; prints out list of outstanding checks through the current closing period; uses bank statements to verify that the balance shown on each statement matches the balance in those funds by printing a monthly activity log of each fund; finds and corrects any issues; other duties as necessary.

Human Resources: maintains all personnel files for all employees and elected officials; handles all employment verification checks; places all tax preference forms (Federal and Illinois W-4 forms), employment applications, new hire reporting forms, employment eligibility verification forms, fuel card use policy, and credit card use policy forms in files as applicable; places any disciplinary forms in files; other duties as necessary.

Month End Close / General Ledger: creates trial balance report and ensures all funds balance; if fund condition exists, corrections are made and another trial balance is created; prints and copies the following reports monthly for the village board: Statement of Cash and Investments, Balance Sheet, Treasurer's Report, Budget Comparison Analysis, and Invoice History Reports; gives each department head a copy of the Budget Comparison Analysis specific to their department; keeps originals of all the reports in the End of Month files; closes month in accounting software; other duties as necessary.

Prepares all applicable State and Federal reports; other duties as necessary.

Year End Close: prints and prepares all year-end reports for auditors; processes any correcting journals deemed necessary by auditors; places all fiscal year end files in properly labeled boxes to be stored for at least seven years; other duties as necessary

W-2 and 1099 Processing: responsible for all W-2, W-3, 199 and 1096 processing annually; other duties as necessary.

Answers phone directing questions to applicable department(s); answers all questions possible; takes messages when needed and forwards them to proper department; other duties as necessary.

Handles zoning classification questions; disburses and takes in building permit applications; notifies building department of any permit applications that have been dropped off; answers building questions when possible; forwards all other inquiries to building department.

Pulls weeds from the garden, shovels snow from the parking lot, and spreads salt to ensure a non-slip surface for residents visiting the village hall; other duties as necessary.

Other duties as necessary.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school diploma or GED equivalent with specialized course work in accounting, general office practices, or data processing; and
- B. Two (2) years of increasingly responsible related experience; or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and electronic data processing; considerable knowledge of investment of public funds; working knowledge of governmental accounting principles and practices;
- B. Skill in operating listed tools and equipment; and
- C. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships.