

JOB DESCRIPTION - TREASURER

1. Pays bills and other obligations upon approval of the supervisors, scheduling payments to the township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
2. Receives revenue from tax collections, permit fees, state and federal allocations, utility payments, and fines. Records and deposits funds in proper accounts.
3. Manages short term investment of unused funds to township's best advantage while making sure funds are available when required.
4. Assists in preparation of annual budget by summarizing past expenditures, estimating costs of future needs, computing expected revenues and recommending tax rates necessary to meet budget requirements.
5. Periodically reconciles checking accounts, balances bookkeeping records, and assures that necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
6. Assists secretary in preparing various reports required by state and federal government and by insurance carriers.
7. Maintains payroll and benefit records for all township employees. Prepares and files quarterly payroll reports, annual reconciliation reports and employee W2 and W4 reports.
8. Assists secretary, when needed, with filing and other duties as authorized by the supervisors.
9. Computer Skills – Microsoft Word, Excel, Quickbooks