

TREASURER

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work keeping an accurate record of the finances of a Special District. This work involves the performance of important bookkeeping work in accordance with prescribed procedures and entails responsibility for independently maintaining accounts in proper balance and for furnishing dependable financial statements. Employees of this class are under general supervision of a Board of Trustees which formulates policy and checks on work by means of periodic reports. Employees in this class must be bonded.

TYPICAL WORK ACTIVITIES:

1. Responsible for payroll;
2. Responsible for reconciling checkbook and checking account;
3. Makes deposits, draws checks;
4. Discusses accounting and financial problems with superiors;
5. Prepares reports and statements concerning district finances;
6. Performs a wide variety of clerical account keeping tasks;
7. May record payments according to name, address, amount and time of payment;
8. May submit a list of delinquent taxpayers to Board of Trustees;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods used in keeping financial accounts and records; good knowledge of the laws, regulations, procedures and policies as they relate to special district finances; ability to follow oral and written directions and to prepare correspondence, reports and other materials; integrity; good accounting judgment; good address; physical condition commensurate with the demands of the position.

RECOMMENDED QUALIFICATIONS:

Graduation from high school and three (3) years of general business experience of which one (1) year shall have involved keeping or auditing financial records; or any combination of training and experience sufficient to indicate ability to do the work.

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REVISED: 09/15/95 04/24/96