

**GREENWOOD TOWNSHIP
TREASURER JOB POSITION**

Greenwood Township operates under Minnesota Statutes 367.30, Subd. 2: appointment by the Town Board of its Clerk and Treasurer. The Treasurer is accountable to the Township Board of Supervisors.

GENERAL STATEMENT OF DUTIES

The Township Treasurer is responsible for properly handling and accounting for township funds. The position requires communicating and working directly with the Town Clerk to confirm both sets of books balance. Both the Clerk and Treasurer are required to use the CTAS (small City and Town Accounting Software) system.

PRIMARY DUTIES

1. Enter disbursements and receipts using the CTAS accounting program.
2. Makes deposits to the bank and transfers funds between accounts, as directed by the Township Board.
3. Reconciles all bank accounts monthly.
4. Monitors cash flow to ensure sufficient funds are available as needed, as directed by the Township Board.
5. Purchases investments. Monitors and records investments in CTAS accounting system.
6. Maintains and processes payroll for Town employees, Town Board and election judges.
7. Processes payroll deductions, payroll reports and records.
8. Responsible for certifying special assessments and tax levies to the County Auditor.
9. Generates financial statements and cash balance fund reports from the CTAS accounting program for the Township Board as needed.
10. Works with the budget committee to develop an annual budget. Inputs and maintains the budget in the CTAS accounting program. Provides monthly budget-to-actual reports to the Township Board as needed.
11. Attends regular Township Board meetings to present Board-requested monthly financial reports.
12. Assists in researching potential grants and completing and submitting grant applications. Administers grant money that is received and prepares related reports.
13. Prepares a variety of required and requested reports and files them with the appropriate state, federal and county offices.
14. Works with Township Clerk to ensure both sets of books (Treasurer's and Clerk's) balance for the Annual Board of Audit, as required for the Option B form of government.
15. Presents the budget and proposed levy to the public at the Township Annual Meeting.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of government fund accounting and financial management, including investment of funds, accounting, payroll and financial recordkeeping.
- Ability to perform mathematical calculations and maintain accurate records.

- Ability to communicate effectively and work cooperatively with Town Clerk, elected officials and the public.
- Ability to prepare a variety of financial reports, and prepare and oversee administration of the Township budget.
- Ability to read, write and understand English.
- Ability to represent the Township in a professional, courteous and efficient manner.
- Skill in operating office equipment, including the CTAS automated accounting and payroll system.
- Must be detail-oriented and adaptable.
- Ability to work flexible hours, including attendance at Township meetings.
- Ability to cooperate with Town Clerk to ensure the books balance.

The listed examples may not include all duties performed by the Treasurer. Duties may vary from time to time and are at the discretion of the Town Board.