

VILLAGE Treasurer Duties

Perform all duties as prescribed by law:

In Addition:

- Receive and have custody of all Village money, bonds, mortgages, notes, leases, evidence of value and manage financial accounts
 - Receive and deposit funds. Separate sources, funds, principal and interest.
 - Monitor cash flow to insure liquidity.
 - Make recommendations for savings, money market accounts, and certificates of Deposits to maximize interest.
 - Transfer funds to checking to maintain positive balances for each funds.
- Keep account of all receipts and expenditures
 - Prepare monthly receipts report and deliver to accountant.
 - Assist auditors with annual audit.
 - Lead development of budget for next fiscal year.
 - Lead budget and millage hearing
 - Co-sign all disbursement checks, verifying budget account numbers.
- Collect and keep account of all taxes and money appropriations, maintaining a separate account for each fund and monitor the Village Budget. Perform duties relating to assessing property and levying taxes.
 - Provide data for Clerk to assist Township Assessor
 - Create and maintain new annual tax rolls and special assessment rolls.
 - Create and mail tax and assessment bills
 - Collect tax and special assessment payments
 - Prepare tax roll settlement for County Treasurer
 - Work with public relating to tax and special assessment information and issues.
- Make periodic reports to the Clerk and Council, as required by law.
 - Attend Village Council meetings.
 - Make monthly Treasurer's report to Council- account balances and financial status.
 - Make monthly budget report to Council-recommend amendments and advise on financial decisions.
 - Prepare and submit County, State and Federal reports as required.
- Hours
 - Approximately 5 hours a week; adjusted as needed
 - \$15 per hour