



## *Job Description Treasurer to the Board*

**Department:** Administration  
**Classification:** Part Time  
**Accountability:** Reports to the Executive Director and Board of Commissioners

### **Job Requirements / Qualifications**

- High school diploma or equivalent with knowledge of typing, computers and related subjects.
- Must be computer literate with skills in Microsoft Office including Word, Excel and Outlook.
- Must possess the ability to operate at a quality level, the office machines: telephone, fax machine, copier, typewriter, and computer.

### **Essential Functions / Responsibilities**

- Serve as the primary liaison between the Board and staff on financial matters.
- Work with the Finance and Technology Administrator to develop and monitor the financial policies of the District.
- Work with the Executive Director and Finance and Technology Administrator to develop and monitor the annual budget.
- Serve on the audit search committee as needed.
- Sign and approve all vendor and payroll checks issued by the District.
- Verify and approve monthly reports to the Board of all receipts and disbursements.
- Sign all appropriate financial documents as needed.
- Furnish information to any Commissioner or Officer regarding any matter relating to the District, including copies of records of receipts and disbursements, statements of account, audits and other record of the District under his/her control or supervision.

### **Job Specifications (Personnel)**

- Must work closely with co-workers and patrons.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Maintain confidentiality regarding participants, staff and park district's private information.

Reasonable accommodations may be made to enable individuals with disabilities.

*This job description is meant as an outline and does not represent all duties.*

*(Revised 6-8-2021)*