TOWN OF MINOCQUA TREASURER

JOB DESCRIPTION

- The town treasurer is responsible for the management of town funds. The treasurer receives and distributes cash, invests available cash, manages debt obligations and manages bank relationships.

- The town treasurer shall receive and safely keep all money which comes into his/her possession as treasurer, and shall maintain all receipts for the town records.

- The treasurer must deposit all payments received by the town each week in the appropriate accounts of the town's financial institutions.

- The treasurer must obtain a performance bond in the amount to cover the maximum amount handled during the year. The town shall bear the expense to obtain the bond.

- The treasurer must determine the cash needs of the town and ensure the sufficient liquid assets are available to pay current obligations. All money not required to be kept liquid for purposes of distribution must be vested by the treasurer in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking in to account safety, liquidity and yield.

- The treasurer shall provide a monthly financial report to the Town.

- The treasurer shall reconcile all accounts on a monthly basis within 30 days of receiving bank reconciliation statements.

- The treasurer shall assist the clerk with the preparation of the annual budget and attend budget meetings as needed.

- The treasurer shall attend the annual town budget meeting and the annual town meeting.

- The treasurer shall ensure that all tax bills, once delivered to the town, are mailed on a timely basis.

- The treasurer, when tax bills are issued, shall maintain office hours for the collection of tax monies and dog licenses. Hours will be normal business hours Monday through Friday until the last Friday in January.

- The treasurer shall issue annual room tax permits and collect room tax payments. The treasurer shall provide quarterly reports to the room tax commission and attend all quarterly room tax commission meetings.