Village Treasurer

The Village Treasurer shall be appointed by the Village President, with the approval of the Village Board of Trustees and shall serve for a four (4) year term until his or her successor is appointed and qualified as provided by Statute.

Job Requirements:

* Perform the duties of the Village Treasurer in an ethical and professional manner.
* Pass a medical examination, drug screen test.
* Be able to perform assigned duties as provided in this Job Description and Village policies.
* Must be twenty one years of age or older.
* Has not been convicted of a felony, or a misdemeanor crime involving dishonesty, or one involving mistreatment or victimization of a minor or the elderly.
* The Village Treasurer shall give bond conditioned upon the faithful performance of his/her duties and to indemnify the Village for any loss due to neglect of duty or wrongful act on his/her part.
* Reside within 10 road miles of the Village of Minier’s corporate limits, no later than 12 months after permanent appointment, unless the Board approves an extension due to hardship or unavoidable circumstances.
* Possess a valid high school diploma or GED certificate.
* Pass the Freedom of Information Test and Open Meetings Act Test once only and within 60 days of oath of office.

Preference will be given to candidates with a college degree in a related area, or through specialized training schools, programs or prior employment.

III. Physical Demands:

* While performing duties of this position, the employee is frequently required to sit, talk, hear, stand, walk, run, use hands and fingers to operate objects, controls or tools. The employee is occasionally required to reach with arms and hands, climb, balance, stoop, kneel, crouch, crawl, taste or smell.
* Vision abilities include: close vision, distance vision, color vision, peripheral vision, depth vision and ability to adjust focus.
* Reasonable accommodations will be made to enable otherwise qualified individuals to meet the required physical requirements.

The initial appointment will be for a three month (90 day) probationary period, after which a permanent appointment will be made if the probationary job performance is acceptable to the Village.

III. Job Duties:

* Perform such duties as may be prescribed for him or her by Statute or ordinance. He or she shall receive all money paid to the Village, either directly from the person paying it or from the hands of such other officer as may receive it, and he or she shall pay out money only on vouchers or orders properly signed by the Village President and Board of Trustees.
* He or she shall deposit the Village funds in such depositories as may be selected from time to time as is provided by law, and he or she shall keep the Village money separate and distinct from his or her own and shall not intermingle his or her own money with it or make private or personal use of the Village funds.
* The Village Treasurer shall keep records showing all money received by him or her, the source from which it was received, and the purpose for which it was paid out; and he or she shall keep a record showing at all times the financial status of the Village.
* The Village Treasurer shall keep such books and accounts as may be required by the President and Board of Trustees and shall keep them in the manner required by the President and Board of Trustees.
* The Village Treasurer shall make monthly reports to the President and Board of Trustees showing the state of finances of the Village, and the amounts received and spent during the month, which reports shall be filed. He or she shall also make an annual report after the close of the fiscal year, as required by statute, with the total amount of all receipts and expenditures of the village and his or her transactions as Treasurer during the preceding year.
* The Village Treasurer shall hold all moneys received on any special assessments as a special fund to be applied only to the payment of the improvement, or bonds and vouchers issued therefor, together with interest thereon, for which the assessment was made, and said money shall be used for no other purpose, unless to reimburse the Village for money expended for such improvements.
* The Village Treasurer shall make payment on bonds or vouchers in accordance with the Statutes and the law and he or she shall keep his or her books and accounts in such a manner so that proper transactions in payments of principal and interest can be made and ascertained.
* The Village Treasurer must have signed by the President and counter signed by the Village Clerk any warrants drawn, stating the particular fund or appropriation which the same is chargeable and the person to whom payable.
* The Village Treasurer shall not transfer any money from one fund to another after it has been received by him or her, nor appropriated to any other purpose than that for which it has been collected or paid, except as may be ordered by the President and Board of Trustees, in manner and form prescribed by Statute.
* The Village Treasurer must produce and prepare any books and/or records as needed for the Annual Audit.
* The Village Treasurer must provide information to co-workers, President and/or Board of Trustees by telephone, in written form, e-mail or in person when necessary.
* Other duties as properly assigned by the Board of Trustees.