

## **APPLICATION DEADLINE EXTENDED!**

### Duluth Township Vacancy – Town Treasurer

After many years of service, our Township Treasurer is retiring at the end of the year and the Township is soliciting applications for a new Treasurer. The Treasurer position requires an average of 20 hours per month, and is compensated at a rate of \$467.29 per month. Applications through close of business **October 24, 2016**, or longer if required to hire a suitable candidate. Application should include a complete resume and additional information relevant to the applicant's knowledge, skills, training, and experience relative to the skills and duties described below. Applications may be hand delivered to the Duluth Town Hall or mailed to: Treasurer Recruitment, Town of Duluth, 6092 Homestead Road, Duluth, MN 55804.

#### Skills required:

- Knowledge of basic accounting practices and financial management, billing practices, financial record keeping.
- Ability to perform mathematical calculations and maintain accurate and complete records and files.
- Ability to communicate both orally and in writing with officials and public.
- Ability to prepare a variety of financial reports and to prepare and oversee administration of the township budget.
- Skills in operating office equipment, including operation of an automated accounting system.
- Comfort with and accountability for handling public funds.
- Knowledge of financial operations of Townships or other local governments is a plus, but not essential as on the job training will be available from current staff.

#### General Description of Duties:

- Monthly documentation of receipt of funds.
- Deposits to, recordkeeping for, and management of Town bank accounts including monthly reconciliation.
- Coordination with Town Clerk on financial recordkeeping and cross-checking of deposits, claims, and balances.
- Preparation of generation of cash control, outstanding check, deposit, and other financial reports
- Process claims to the Town into financial records and prepare payment checks.
- Oversee Town investments (primarily certificates of deposit).
- Prepare for and participate in annual audits of financial records, as well as addressing any specific inquiries received (at the direction of the Town Board or other authority)

