

Treasurer

Position Overview: Orrock Township is seeking a qualified and motivated individual to fill the role of Treasurer. As the chief financial officer and accounts controller for the Township, the Treasurer will play a crucial role in maintaining financial stability and ensuring compliance with established practices. The Treasurer performs duties as required and/or directed by the Township Board.

General Duties: The Treasurer will be responsible for the following basic duties:

1. Serve as the chief financial officer and accounts controller for the Township.
2. Attend monthly board meetings, providing Financial Statements, Cash Disbursements, and Account Payable listings for various accounts.
3. Working with CTAS (State of Minnesota Small City and Town Accounting System) maintain account ledgers for all transactions, including accounts receivable and accounts payable. Code and disburse all monies accurately into the appropriate GL accounts.
4. Assist the Finance Committee in maintaining documentation related to current and forecasted budget items.
5. Assists the Clerk, if required, to plan procedures, policies, rules, regulations, and schedules for the Town Board.
6. Act as the point of contact for all bank accounts and Township financial relationships. Balance accounts monthly with bank statements.
7. Provide procedural guidance to the board to ensure compliance with legal aspects of Township accounting.
8. Prepares special monthly reports and submits to Township Board.
9. Prepares monthly payrolls for the Township.
10. Prepares and distributes monthly bills for the Town Board approval
11. Prepares and submits payroll reports to State, and Federal agencies as required by reporting deadlines (i.e. quarterly and annual returns).
12. Coordinate Annual Audit

Work Expectations: The Treasurer is an hourly position without set working hours or location, operating as a virtual or in-person employee. The following expectations apply:

1. Work closely with the Clerk.
2. Maintain all required certifications and training applicable to the role.
3. The responsibilities of the position can be carried out within the buildings and communities of the Township or from home on provided Township Computer. Ability to work independently in with little to no daily oversight is required.
4. Attend all monthly board meetings, the annual board meeting and the annual audit meeting.
5. Copy the Board Clerk on any written communications to board members.

Knowledge and Ability:

1. Considerable knowledge of the following:
 - a. Department policies, rules, regulations, laws and State Statues related to Township finances.
 - b. Reporting requirements of the State of MN and Federal Government agencies as pertaining to Orrock Township Finances.
2. Thorough ability to:
 - a. Communicate with the Board member, employees and Community members of Orrock Township using relevant forms of communication.
 - b. Prepare reports for presentation in a public forum and at open meetings of the Township Board in a timely manner.
3. Considerable ability to:
 - a. Express ideas clearly and concisely, both orally and in writing.
 - b. Establish and maintain effective working relationships with the public, Township officials, and contractors.
 - c. Operate a telephone, calculator, and computers in performance of daily duties.
4. Working ability to:
 - a. Be available to perform the financial duties of the treasurer. (15-20 hours per month)
 - b. Professionally represent the Township at various meetings and training that may be necessary and required by the Town Board.

If you are a detail-oriented individual with financial expertise and the ability to work independently, we invite you to apply for the Orrock Township Treasurer position. Please submit an application form and a resume detailing your relevant experience to clerk@orrocktownship.com or via mail to: Orrock Township, 26401 180th Street NW, Big Lake, MN 55309. Contact the clerk for more information. Open Until Filled.