

The Trustees of Schools Township 36N Range 13E are currently accepting applications for the position of Bremen Township School Treasurer. Starting date for this position is July 1, 2021.

Applicable sections of the School Code:

Qualifications per 105 ILCS 5/8-1(a). The trustees of schools shall appoint a treasurer who shall be ex-officio clerk of the board. The term of the township treasurer shall be **for a 2 year period** beginning and ending on the first of July. **The treasurer shall be a resident of the township, but not a trustee, or school board member.** He shall attend all meetings and keep a record of the official proceedings of the trustees of schools. Such record shall be open to public inspection. All proceedings, when recorded, shall be signed by the president and the clerk.

Qualifications per 105 ILCS 5/8-1(e) After August 14, 1989, any treasurer appointed under this Section for his first term in Class II county school units, including any person appointed by a school board to serve as its treasurer as provided in subsection (c) of this Section, **shall be a certified public accountant or a certified chief school business official as defined in part (3) of Section 21-7.3 of this Act.** Experience as a township treasurer in a Class II county school unit prior to July 1, 1989 shall be deemed the equivalent of certification.

Additional Skills/ Experience

- Knowledge of or educational classes on investing in bonds.
- Knowledge/experience in governmental(fund) accounting.
- Must be bondable by a surety company.
- Must be capable of performing the duties outlined below.
- Supervisory experience.
- Be able to work with all customers of the office.
- Experience processing payroll, accounts payable, and preparing bank reconciliations.
- Computer skills necessary to function efficiently in the position including Microsoft Excel and Word programs. Experience using the Infinite Visions software is a plus.
- Proven ability to communicate and work with people in a teamwork environment.

Duties of the Treasurer from the School Code:

The Treasurer agrees to do and perform the following:

- (a) to attend all meetings and keep a record of the official proceedings of the Trustees;
- (b) to pay all lawful orders issued by the school board of any district under his authority;
- (c) to collect from the Township and County Collectors the full amount of taxes levied by the school boards under his authority;
- (d) to keep all records required by law or the Trustees, specifically including those required by 105 ILCS 5/8-5 and 8-6 of the School Code;
- (e) to have custody of the school funds and demand receipt for, and safely keep all bonds, mortgages, notes, moneys, effects, books and papers belonging to any school district under his authority or of the Trustees as required by law;
- (f) to deposit the funds of each of the school districts in approved depositories not in excess of seventy-five (75%) percent of the capital stock and surplus or net worth of such depositories, and to make all investments as required by, and in accordance with, law;
- (g) to enter into appropriate security agreements with the depositories for the deposit of securities or mortgages under 105 ILCS 5/8-7 of the School Code;
- (h) to prepare an annual statement of condition of the funds of the Township as required by 105 ILCS 5/8-13 of the School Code and to prepare or cause to be prepared, at least annually or as otherwise required by law, statements of conditions of the funds of each of the school districts under his authority;
- (i) to examine or cause to be examined, the official records of each district in the Township on the first Mondays in April and October of each year;
- (j) to obtain and execute all appropriate surety bonds as required by law;
- (k) to give notice of the election of Trustees, and in case of formation of a new school district, of the election of school directors or school board members;
- (l) to execute all bonds issued by school districts under his authority, to keep a record and registration of ownership of all said bonds as required by law, and all other action as required by law or the Trustees in connection therewith.

- (m) to give notice of any regular district election when the directors or school board members fail or refuse to do so;
- (n) to prepare all accounts required under Sections 8-14 and 8-15 of the School Code;
- (o) to publish in some newspaper published in Cook County an annual statement of the finances of the school districts under his authority;
- (p) to be responsible for receipts, disbursements and investments arising out of the operation of the school districts under his supervision; and
- (q) to perform such other duties as are required by law or otherwise customarily performed by, or reasonably required to be performed by, a Township School Treasurer.

Send your resume and salary requirements to:

Trustees of Schools

ATTN: Joseph J. McDonnell

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Tinley Park, IL 60477

Email: Joe@bremenntts.org

Fax: 708-633-7942