

# NOW HIRING



## TREASURER POSITION

Some responsibilities include:

- Ensure and coordinate financial oversight and health for the board
- Work on developing and executing annual budget
- Maintain boards records and archives (online and in office)
- Pay invoices and accounts
- Maintain and submit payroll paperwork and wages
- Workers compensation annual audit and reports
- Run reports monthly in QuickBooks and attend board meetings to summarize
- Federal and State filings including but not limited to: form 1099s, tax levy, annual financial report.
- Assist with bonds

Time requirement: 15 hrs a month (average)

### To learn more about this opportunity

- Visit our Employment page at <http://metamoraparks.org/webpages/employment.php>
- Email Michelle Spielman at [director@metamoraparks.org](mailto:director@metamoraparks.org)
- Call (309) 367-2932



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The Metamora Park District was formed in 1967. Since then, the Park Board has addressed the recreational wants and needs of the community. The district provides a fine system of parks, a community pool, and educational and recreational programs to benefit the residents of Metamora, Illinois.