

Metamora Park District Treasurer Duties

- Maintain boards records and archives (online and in office)
- Ensure Board has necessary paperwork on file
- Ensure and coordinate financial oversight and health for the board
- Provide financial reports for meetings
- Work on developing and executing annual budget
- Pay Employees
- Keep current on payroll laws
- Sign and deposit checks
- Pay invoices and accounts
- Assist with audits
- Maintain QuickBooks with current information from all areas of the park district (including pool)
- Maintain and submit payroll paperwork and wages
- Monthly reconciliations in QuickBooks
- 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
- Check email regularly
- Other duties as assigned by the Board

Time requirement: 15 hrs a month (average)

Please submit written proposal to director@metamoraparks.org or at our office.