

## **Township Treasurer Duties**

### **Township Government Operations**

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government local, state and federal along with their relationship to one another
- Understands the statutory duties and responsibilities of the office of township treasurer
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

### **Interpersonal Skills**

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired - outcomes
- Establishes appropriate contacts with banks, mortgage companies, insurance and investment firms
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

### **Leadership Abilities**

- Possesses vision, especially relative to the township's needs or potential
- Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure

- Possesses effective policy-making skills and decision-making skills
- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position the township positively

### **Administrative Skills**

- Demonstrates knowledge of uniform chart of accounts, generally accepted accounting practices and proper internal controls
- Implements sound cash management procedures and proper handling of funds, including knowledge of investment instruments and legal limitations on investments
- Understands elements of investment risks
- Aware of what constitutes lawful township expenditures
- Has ability to generate required financial reports and statements, which are accurate and timely
- Understands the audit process
- Possesses knowledge of the township budget and can project reasonable cash flows on an annual basis
- Understands purchasing policies and the bid process
- Demonstrates knowledge of general property tax administration process, including collection and distribution of tax revenues
- Understands procedures for collecting personal property taxes

### **Township Issues**

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications

**Additional Krakow Township Treasurer Duties**

- Obtains property tax warrants for current tax seasons
- Prepares and mails real and personal winter and summer tax bills
- Collects real and personal property taxes
- Collects delinquent personal property tax
- Mails receipts to taxpayers for payment of taxes
- Responsible for jeopardy assessments in collecting delinquent personal property tax
- Disburses taxes collected to appropriate organizations
- Works closely with the County Treasurer by reporting taxes collected, disbursing bi-monthly tax settlements and balancing with the County's records
- Works closely with township equalization officials by submitting address changes and bankruptcy documents
- Makes genuine effort to collect all taxes before they become delinquent
- Serves the taxpayers by assisting them with tax information
- Works closely with financial institutions to aid in collecting escrowed taxes
- Works closely with the township assessor, including revising tax bills due to Board of Review decisions. Keeps an account of township receipts (revenues) and expenditures
- Submits monthly itemized financial statements to all board members before the next month's meeting
- Works closely with the township clerk to assure that balances coincide
- Disburses township checks
- Deposits township revenues in approved depositories in a timely manner
- Invests township funds in approved investment vehicles
- Must appoint a deputy
- Must post a surety bond
- Strives to attend all educational workshops to increase knowledge of
- Treasurer's duties, and to be as efficient and up to date as possible in performing duties
- Strives to attend all meetings/workshops

## Treasurer Responsibilities

- Works ethically with all board members and assists them in any way deemed necessary
- Creates, publishes and distributes bi-annual township newsletter
- Collects and deposits township transfer station income in a timely manner and assists station operator with any needs