

Village Treasurer

The Treasurer is the custodian of all funds belonging to the Village. The Treasurer is primarily responsible for managing the revenue and cash flow of the Village, including banking, collection, receipt, reporting, investment, or disbursement of Village funds. The Treasurer maintains records of all his/her activities, accounts (regular and special purpose), and is responsible for preparing monthly reports for the Board of Trustees detailing the current financial state of the Village.

This role reports to the Village Mayor.

Job Description/Responsibilities:

- Receives all U.S. tender as payment on obligations or services due to the Village. Processes cash and credit card receipts. Makes Village deposits
- Directs the general accounting activities of the Village, keeping records of such activities and books which show a separate account for each fund appropriation. Performs account reconciliations every month and transfers funds as needed
- Pays vendor invoices, verifying validity/service received, and presents them to the Clerk/Mayor for approval. Maintains good records of such payments
- Maintains Village Chart of Accounts and updates listing annually
- Maintains separate accounts as directed, for special funds, levies, or specific purposes
- Authorized to establish accounts with accredited financial institutions
- Prepares monthly reports showing the state of the treasury for the Board of Trustees, which include all disbursements made, fund balances, and monthly/YTD P&L Statements
- Issues payroll to employees and elected officials. Processes payroll taxes and liabilities as required monthly and quarterly (IL501, 941-IL and 941-FED, 940). Completes end of year W2's
- Coordinates the preparation of the Annual Audit for the Village
- Prepares the Annual Treasurer's Report
- Prepares the Annual Tax Levy
- Prepares the Annual Appropriation Ordinance
- Responsible for Special Tax Levy and/or Tax Abatement Ordinances for the Village
- Completes DECO Certification (GATA)
- Completes Annual Risk Management Payroll Audit
- Completes Exempt Property Certificate
- Prepares Annual Budget with Clerk and Mayor
- Responsible for developing and implementing Internal Financial Control Systems and policies
- Performs any such duties as required by the Illinois State Statute or as requested by the Mayor and the Board of Trustees
- Updates Village procedures for employment laws and requirements