

Mission Township Job Description



Position: Town Treasurer	Department: General
Reports To: Elected Position	Supervisory Role <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Approved by Town Board: 10-14-2024	Status <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> Seasonal

Minimum Qualifications: The Minnesota Constitution and statutes provide the following requirements to hold public office.

1. An eligible voter in the township.
2. File as a candidate for only one position at the same election.
3. Be at least 21 years old at the time of assuming the office.
4. Be a resident of the town for at least 30 days before the election.

Desired Qualifications:

1. Be able to commit the time to attend meetings, research and report on issues/opportunities, and respond to constituent and board member questions and concerns.
2. Be a good listener for concerned citizens, other board members, employees and volunteers.
3. Make time to attend training sessions to increase knowledge of town government.

Essential Position Duties:

1. Fulfill statutory authority to receive and take charge of all money belonging to the town, or which is required to be paid into its treasury and pay it out only upon lawful order of the town or its officers.
2. To preserve all books, records and property pertaining to or filed in the treasurer’s office.
3. To keep a true account of all money received as treasurer and the way it’s disbursed and provide an accounting to the town board of audit and at the annual meeting.
4. To make and file with the town clerk, within 5 days of the annul meeting, a statement in writing of income and expenses to include items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the balance on hand.
5. Attend all regular and special meetings (as needed) as scheduled by the town board.
6. Balance all bank and fund statements monthly and report findings to the town board.
7. Maintain appropriate funds in bank accounts for all approved disbursements.
8. Responsible for payroll process including onboarding of new hires and providing a monthly payroll spreadsheet to the payroll provider.
9. Assist with and offer input into developing the annual budget.
10. Maximize invested funds returns, consulting with approved vendor and following board direction.
11. Maintain town Asset Inventory.
12. Responsible for the timely filing of pension, county, state and federal reports as required by law.
13. Deliver monthly and quarterly reports tracking revenue and spending to the town board.
14. Submission of required financial reports for the annual meeting.
15. Performs other duties and responsibilities as requested from time-to-time by the town board.

Other Requirements:

1. To deliver on demand all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor.

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.