



## **TREASURER**

### Job Description

#### **General Responsibilities**

The Bloomfield Public Library is required by New York State Education Law (Op. Compt. 73-719, August 13, 1973) to have a Treasurer who is not an elected member of the Board of Trustees.

The Treasurer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. She/he should also understand basic accounting principles and the Library's funding sources; and should make recommendations to the Board on the acquisition and disbursement of funds where appropriate. The Treasurer should have a commitment to the work of the Bloomfield Public Library, and to that end should foster a positive working relationship with the members of the Board of Trustees, and the Library Director, be aware of and abstain from any conflicts of interest, follow through on recommendations from the Board in a timely manner, and attend the meetings of the Board of Trustees when requested.

This position requires presence in the library during business hours twice per month for about one hour, and within specific timeframes.

#### **Reporting**

The Treasurer reports to the Board of Trustees and serves at their pleasure.

#### **Specific Duties**

Sign checks – the Treasurer is responsible for signing all checks according to the Bill Pay Policy.

Review and sign off on bank reconciliation

Review and sign off on monthly deposit packet – verify that all bank receipts match the corresponding deposit slip.

Review the monthly journal report and confirm that it matches the warrant from the Board meeting when the bills were approved to be paid, and verify that check number order is correct and no checks are missing.

Generate report on all above duties and distribute to the Board prior to their next monthly meeting.

Meet with the Library Director, the Budget, Finance, and Personnel Committee and/or the Board of Trustees as requested.

#### **Review**

The Board of Trustees will review the Treasurer's Job Description tri-annually or as needed.