

Dunn's Corners Fire District
Job Description: District Treasurer

As of March 10, 2008

1. Pay all valid expenses of the Fire District.
2. Allocate disbursements to the individual line items of the budget.
3. Maintain an accounting of all income by categories.
4. After the new budget is approved, calculate and send bills to the Fire Districts for which Dunn's Corners Fire District provides fire protection service. Act as bill collector when required.
5. Provide a running account of the expenditures/balance of each budget line item. Maintain a monthly trial balance.
6. Provide periodic financial reports to the Operating Committee at a frequency specified by the Operating Committee, but at least quarterly.
7. Provide reports and data as required by the holders of loans against the Fire District. Maintain current status of all loan balances.
8. Maintain records on historical data for budget line items.
9. Attend meetings as requested by the Operating Committee.
10. Assist the Operating Committee, as requested, to arrange for loan financing as authorized by the District electors.
11. Provide support for the periodic auditing of District financial records.
12. Maintain financial records per District records retention policies.
13. Respond to correspondence relative to finances of the Fire District.
14. Maintain a cash flow plan to provide sufficient liquid funds for current operating needs and to maximize return on investments.
15. Provide reporting and advice to the Operating Committee.
16. Prepare a written statement prior to the District Annual Meeting of all accounts, showing the sums received and paid during the previous fiscal year.