ITEM 3.2.4 JOB DESCRIPTION – TREASURER

The Treasurer of the Board of Trustees is selected by an election among the nine (9) Trustees according to HB 1857 and the District Bylaws, Section 5.

The following duties may be supported by office staff per Policy & Procedure 5.22

DUTIES:

1. Maintain accurate accounts of all monies, receipts and disbursements of the District's funds and agency funds.

2. Ensure that payroll tax deductions and unemployment taxes and handled correctly and timely.

3. Effect all disbursements after approval

4. Sign checks for disbursements.

5. Supervise investments of District funds.

6. Take responsibility and lead in preparation of yearly budgets.

7. Ascertain and assure that all financial records meet the requirements of Florida state laws, District's bylaws, and District's auditor.

8. Set up accounting procedure for office personnel who may assist in bookkeeping.

9. Provide financial reports to monthly board meetings.

10. Provide a quarterly and an annual fiscal year financial statement for all taxpayers in the District.

11. Arrange for a quarterly and annual audit with District's auditor.

12. Oversee the annual inventory and keeping of inventory records as required by State of Florida and the District's auditor.

13. Check with all subcontractors to determine their having been paid before final payment to the general contractor.

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