

CURRAN GARDNER TOWNSHIPS PUBLIC WATER DISTRICT

Part-time Treasurer

Job Description Summary

Reporting to the Curran Gardner Public Water District Trustees, the Treasurer will be responsible for developing and managing strategies and cash management, borrowing, payment processing, budget, investing and banking functions. The Treasurer performs routine and complex accounting duties also including general ledger, accounts payable, payroll and attends monthly board meetings. Board meetings are held on the second Tuesday of every month at 7:00 pm, where the Treasurer provides financial reports and correspondence, to the Board of Trustees.

Desired Qualifications: Experience in finance and accounting. Candidate should have a complete understanding of bank account management and generally accepted Accounting Principles.

Must be proficient in QuickBooks or comparable accounting software & MS Excel.

Must pass a criminal, credit and drug/alcohol check.

Must qualify for fiduciary bonding

Submit resume to: Curran Gardner Township Public Water District, 3382 Hazlett Road, Springfield, IL 62707 Attention: Jim Mitchell Chairman. Call 217/546-3981.