

## **Duties of the Treasurer include:**

- Collects real and personal property taxes
- Keeps an account of township receipts (revenues) and expenditures
- Disburses township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting delinquent personal property tax
- Collects mobile home specific tax
- Must appoint a deputy
- Must post a surety bond

## **Core Competencies**

In addition to the duties required by law, a township treasurer will benefit from developing skills and knowledge in several core areas as indicated on the next page.

# Township Treasurer

## (1) Township Government Operations

- ✓ Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- ✓ Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- ✓ Understands the statutory duties and responsibilities of the office of township treasurer
- ✓ Aware of the roles and responsibilities of other elected and appointed offices in the township
- ✓ Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- ✓ Understands how township policies and procedures are set
- ✓ Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

## (2) Interpersonal Skills

- ✓ Communicates effectively
- ✓ Listens attentively
- ✓ Works effectively with individuals, departments and committees to achieve desired outcomes
- ✓ Establishes appropriate contacts with banks, mortgage companies, insurance and investment firms
- ✓ Possesses knowledge of what constitutes ethical behavior
- ✓ Manages adversity and hostility effectively
- ✓ Delegates tasks appropriately

## (3) Leadership Abilities

- ✓ Possesses vision, especially relative to the township's needs or potential
- ✓ Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- ✓ Possesses effective policy-making skills and decision-making skills
- ✓ Utilizes consensus-building techniques
- ✓ Possesses persuasive/influential abilities
- ✓ Motivates others to achieve desired outcomes
- ✓ Utilizes public relations skills to position the township positively

## (4) Administrative Skills

- ✓ Demonstrates knowledge of uniform chart of accounts, generally accepted accounting practices and proper internal controls
- ✓ Implements sound cash management procedures and proper handling of funds, including knowledge of investment instruments and legal limitations on investments
- ✓ Understands elements of investment risks
- ✓ Aware of what constitutes lawful township expenditures
- ✓ Has ability to generate required financial reports and statements, which are accurate and timely
- ✓ Understands the audit process
- ✓ Possesses knowledge of the township budget and can project reasonable cash flows on an annual basis
- ✓ Understands purchasing policies and the bid process
- ✓ Demonstrates knowledge of general property tax administration process, including collection and distribution of tax revenues
- ✓ Understands procedures for collecting personal property taxes

## (5) Township Issues

- ✓ Possesses knowledge about current issues affecting townships
- ✓ Aware of legal matters that could impact the township
- ✓ Understands the elements of risk management
- ✓ Aware of financial matters affecting the township, including revenue sources
- ✓ Possesses knowledge about land use
- ✓ Understands the planning and zoning process
- ✓ Possesses knowledge of township services and their policy implications