**POLICY TITLE: Job Description - District Treasurer**

**POLICY NUMBER: 2370**

2370.1 Under supervision of the General Manager is responsible for managing the budget and expenditures of the District and performs the duties of an Accountant.

2370.1.1 The District Treasurer is responsible for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity and makes or designates others to make deposits and withdrawals.

2370.1.2 The District Treasurer, in cooperation with the General Manager, the Fire Department Chief Assistant Chief and the Budget Committee maintains the annual budget.

2370.1.3 The District Treasurer, in cooperation with the General Manager, makes recommendations to the Board of Directors for transfers to and from the Reserve Accounts per Policy #3030 Reserve Policy.

2370.1.4 The District Treasurer will review and approve reimbursement requests per Policy #4025.4.1 Expenditure Reimbursement.

2370.1.5 The District Treasurer in cooperation with the General Manager will provide information for the Annual Audit.

2370.2 The District Treasurer shall attend and provide a current budget report for the Board of Directors at their monthly meetings.

2370.3 Desirable Qualifications. He/She should have a thorough knowledge of the principles and practices of creating a budget, financial record keeping, principles of accounting and computerized accounting.

2370.4 Desirable Qualifications. He/she should have knowledge of modern office methods and practices and equipment.

2370.4.1 He/she should have the ability to maintain cooperative relationships with those contacted in the course of work.

*Revised, Approved and Adopted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*