

Village of McLean

Treasurer Position

General & Specific Job Description & Duties

General Treasurer Duties:

- Follow the Ordinances of the Municipality and the Laws of Illinois
- Receive all Money belonging to the Municipality
- Keep the Treasurer's Books and Accounts in the manner prescribed by ordinance
- Provide Periodic Financial Reports to Board of Trustees
- Process Payroll and all required Tax Reports
- Pay Warrants Received

Specific Treasurer Duties:

Payroll Functions

Monthly:

- Calculate and pay federal, social security, and medicare tax payments
- Calculate and pay state income tax payments.

Quarterly:

- Prepare and mail Federal Quarterly Tax Returns
- Prepare and mail State Quarterly Tax Returns
- Prepare and mail State Unemployment Tax Returns

Annually:

- Prepare and mail W2's to employees, W-3's to SSA

Accounts Payable Functions

Annually:

- Prepare and mail 1099's to contractors and 1096 to IRS

Financial Accounting Functions

Monthly (Daily, Weekly):

- Record all appropriate journal entries for financial transactions

- Keep monies separate and account for all revenues and expenses for the four separate operating funds of the Village of McLean (General Fund, Water & Sewer Fund, Motor Fuel Tax Fund, Wheelock & Aldrich Fund)
- Keep monies separate and account for all revenues and expenses associated with Grant Projects
- Provide detailed financial analysis when requested
- Ensure that all bond payments, mortgage payments, etc are paid on a timely basis
- Invest monies as appropriate in money market accounts, Certificate of Deposits, etc
- Reconcile all Cash and Current Assets Accounts (checking, money market, certificate of deposit) to the Bank Statements
- Responsible for procurement of all office supplies as need by the Board of Trustees, Village Employees and ensuring that supplies are sufficient at all times
- Responsible for the maintenance and disposal of records per the State of Illinois - Illinois state archive - Local Records Unit.

Water & Sewer Operations Functions

Monthly:

- Responsible for: the development, implementation, documentation of the “Red Flag” policy mandated by the Federal government to protect identities of utility customers and their personal information

Quarterly:

- Prepare financial statements and analysis to Village Trustees at the Quarterly Financial Meeting (including - but not limited to variance analysis from actual to budget)

Annually:

- Assist in the budgeting process by providing financial data which includes prior and current year actual data in addition to prior year’s budget
- Prepare for and work with the Village’s Auditor on the fiscal year audit - by preparing documents, having all pertinent data available for

completion of the audit, posting adjusting and reversing entries into the financial system

- Provide copies of all MFT receipts and expenditures that were compiled throughout the year to Illinois Dept of Transportation Auditors

*10-15 hours weekly; approximately \$30,000 per year.

*This is an appointed position