

Jurisdictional Class: Exempt for Waterville Public Library Only  
EEO Category: Administrative Support  
Adopted: 09/19/2018

## **TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the supervision of the Board, the incumbent acts as the fiscal officer. The incumbent performs a wide variety of financial record keeping, accounting, and disbursement functions. This is a highly responsible position calling for use of independent judgment. Supervision is not normally a function of this class. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Receives and has custody of all funds;

Deposits all incoming funds in the manner prescribed by law;

Disburses funds for the purposes authorized by the Board;

Keeps accounts and all substantiating records and materials, such as receipts, orders, vouchers cancelled checks, etc.;

Presents total accounting of monies received and disbursed during the fiscal year to Board at annual meeting, and at any other time the Board may prescribe.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern accounting principles and practices; good knowledge of modern business practices, procedures and terminology; ability to get along well with others; tact; accuracy; honesty; dependability; good judgment; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of experience, and other such qualifications, as may be determined appropriate.