



## **Treasurer's Responsibilities**

### **1. General Responsibilities**

The Geneva Public Library ("the Library") is required by NY State Education Law (Op. Compt. 73-719, August 13, 1973) to have a Treasurer who is not an elected member of the Board of Trustees.

- The Treasurer should be aware of all written Board of Trustees ("the Board") approved fiscal policies and the basic financial procedures used by the Library;
- Understand basic accounting principles and the Library's funding sources;
- Make recommendations to the Board on the acquisition and disbursement of funds where appropriate;
- Have a commitment to the work of the Library;
- Foster a positive working relationship with the Board, the Director, Finance Clerk, ;
- Be aware of and abstain from any conflicts of interest;
- Follow through on recommendations from the Board in a timely manner;
- Assist in preparation of the budget;

Attend meetings of the Board and Finance Committee.

### **2. Reporting**

The Treasurer reports to the Board of Trustees.

### **3. Specific Duties**

- Creates monthly treasurer's reports summarizing the Library's revenues, expenditures, and balances.
- Attends regularly scheduled and special meetings of the Finance Committee and the Board and presents treasurer's reports at those meetings as requested.
- Reviews and signs all accounts payable checks as a second signature on all checks issued by the Library unless a conflict prevents them from doing so.
- Reviews and reconciles all library accounts, including checking and investment accounts.
- Reviews Library's cash flow statements monthly.

- Meets monthly with the Finance Clerk to prepare entries for the general ledger to balance all library accounts.
- Meets as requested with the Director, Finance Clerk, or representatives from the Board to review the Library's cash flow, investments, and/or accounting and fiscal management policies and procedures.

#### **4. The Treasurer will display:**

- An understanding of the needs of the Library, its services, funding, and personnel.
- An understanding of record keeping, accounting systems, and financial reports.
- The ability to work with the Director, Finance Clerk, Board of Trustees, and auditors.

#### **5. Review**

The Finance Committee and the Board will review the Treasurer's job description annually.

**Adopted by the Board of Trustees:** 7/27/2016

**Amended by the Board of Trustees:** 6/28/2017, 6/26/2019, 6/30/2021

**Reviewed by the Policy Review Committee:**