



Treasurer's Responsibilities

1. General Responsibilities

The Geneva Public 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 approved fiscal policies and the basic financial procedures used by the Library. The Treasurer should also understand basic accounting principles and the Library's funding sources; and should make recommendations to the Board on the acquisition and disbursement of funds where appropriate. The Treasurer should have a commitment to the work of the Geneva Public Library, and to that end should foster a positive working relationship with the members of the Board of Trustees, the Director, and 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, and attend meetings of the Library 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 Board of Trustees 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.
- 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 quarterly with the Director and Finance Clerk to review the Library's cash flow and investments.
- Meets as needed with the Director and Finance Clerk to review the Library's accounting and fiscal management policies and procedures.

4. The Treasurer will display:

- An understanding of the needs of the Geneva Public 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 Geneva Public Library Finance Committee and Board of Trustees 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