

## **Trinity Center CSD Secretary/Treasurer Position Description**

The overall purpose of this independent contract position is to assist the Trinity Center Community Services District Board in any way practical to serve the constituents of the CSD. The primary responsibilities center around Board meetings, financial management, collecting and distributing the mail/handling correspondence as needed and file/record management.

**Specific duties/tasks vary over time, but may include the following:**

### **Board Assistance**

#### **Board Meetings**

- Prepare meeting agendas and post on trinitycentercsd.org website.

- Post agenda for public notification of next Board meeting 72 hours in advance

- Prepare & distribute agenda with back-up (minutes, correspondence and reports) to Board Members

- Provide agendas and back-up (minutes, correspondence, reports etc.) to the public at the meeting

- Take minutes for the CSD meeting, record meeting and keep an electronic copy for one year

- Make meeting materials available for public review during normal working hours.

Provide Board members with annual Economic Interest statements (Form 700)

Prepare and file Statement of Facts form annually to the State and County

Schedule and keep certificates of completion for bi-annual Ethics and Sexual Harassment training

File election paperwork with County when Directors terms are expiring.

### **Financial Management**

Assist Board in development of annual budget

#### **Monthly accounting/bill processing**

- Process monthly bills via QuickBooks and present to the Board for approval and signatures

- Have packing slips or approval in writing for all invoices/bills to be paid.

- File paperwork (invoices/packing slips/receipts) approving bills that are paid

- Mail checks

- Maintain budget and payment records and present account balances at Board meetings

Assist Board with audit preparation providing Outside Auditor with information as requested

Provide County Auditor with outside Annual Audit Report

Fill out 1099 forms for vendors and Secretary and file them annually

File Financial Transaction report with State Controller annually

Maintain and reconcile VFD bank accounts and pay bills from account as needed.

### **Correspondence/Mail**

Collect mail from Trinity Center post office (in person or by designee)

Sort and distribute mail to responsible parties including fire station

Collect mail, correspondence and bills from fire hall

Check Trinity Center CSD email weekly, respond to requests or forward to appropriate person

Respond to requests for information from various sources

### **Filing/Records Management**

Maintain all CSD records and VFD financial records

Provide GSRMA (worker's compensation) with information- and updated Fire Department roster, etc.

### **Other Duties as assigned**