



OPEN TREASURER POSITION- We are looking for someone with a financial background available during our business hours of Monday through Friday 7:00am – 3:00pm. Working 12-16 hours a week, three to four days out of the week, and flexible hours during our operating hours.

Pay is \$18 an hour.

Treasurer

- In charge of all money Hull receives
- Reconciliation of all money that comes in and out of Hull
- Budget Team Lead
- Building Permits
- Reconcile Cash Accounts
- Dog Licensing (Annual Dog License list to County Treasurer by Sept 1st each year)
- Reconcile SAGE Accounts
- Sign/Approve checks
- Check scanning
- Apply for grants if applicable
- Bank deposits
- SAGE Excel record keeping
- Annual Taxes
- Year End Balance Report
- Fund Balance Statement
- Accounts Payable Procedures
- Process monthly Mobile Home School Tax Payments
- Manufactured/Mobile Home Lottery and Gaming Credit Report to DOR (LC-664)
- Prepare monthly Treasurer report for Board Meeting
- Quarterly with County Treasurer
- Monitor bank Accounts
- Recycling Grant Anticipated Budgets (AA does Annual Report)