

## Oxford Township Treasurer Duties

September 2021

### **Township Government Operation Duties**

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government local, state and federal along with their relationship to one another
- Understands the statutory duties and responsibilities of the office of township treasurer
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

### **Interpersonal Skills**

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Establishes appropriate contacts with banks, charitable organizations, and other vendors
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

### **Leadership Abilities**

- Possesses vision, especially relative to the township's needs or potential
- Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedures

### **Possesses effective policy-making skills and decision-making skills**

- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position the township positively

### **Administrative Skills**

- Demonstrates knowledge of uniform chart of accounts, generally accepted accounting practices and proper internal controls
- Implements sound cash management procedures and proper handling of funds
- Aware of what constitutes lawful township expenditures
- Has ability to generate required financial reports and statements, which are accurate and timely
- Understands the audit process
- Possesses knowledge of the township budget and can project reasonable cash flows on an annual basis
- Understands purchasing policies and the bid process
- Demonstrates knowledge of general property tax administration process, including collection and distribution of tax revenues

### **Township Issues**

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications
- Works closely with the township clerk to assure that balances coincide
- Disburses township checks
- Deposits township revenues in approved depositories in a timely manner

### **Oxford township specific requirements**

-Oxford township resident

--Submits monthly itemized financial statements electronically to all board members before monthly meetings

-Attend at least 9/12 monthly meetings

-Attend MAT educational workshops to remain current

- Be as efficient and up to date as possible in performing duties

- Works ethically with all board members and assists them in any way deemed necessary

**-Performs Head judge duties during elections, shared with clerk:**

The Head Judge is the lead election official in the polling place & is responsible for more complex duties than other election judges. This position requires additional training and certification. Duties include but are not limited to:

- Oversee the polling place; assign judges to specific tasks & give others direction as needed.
  - Pick up the precinct supplies before the election.
  - Ensure supplies are ready before opening.
  - Oversee polling place setup.
  - Administer the election judge oath.
  - Conduct emergency judge training for replacement judges.
  - Resolve questions & problems during Election Day.
  - Complete election returns & other forms.
  - Closes the polling place & returns materials
- Identify township residents to staff election
- Coordinate scheduling of election judges
- Timely payment of all election judges