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Newark Public Library Treasurer's Job Description

1. General Responsibilities

The Newark 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 and does not participate in voting.

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 Newark 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. The Treasurer is an "at-will" paid, non-voting, advisor to the Board of Trustees position. This position is not eligible for severance pay.

3. Specific Duties

- Attends regularly scheduled and special meetings of the Finance Committee and Board of Trustees and presents monthly treasurer's reports summarizing the Library's revenues, expenditures, and balances.
- Reviews and signs all-accounts payable checks issued by the Library after a Board audit, with the exception of required expense & payroll checks
- Reviews the reconciliation of all Library accounts, including checking and investment accounts.
- Reviews Library's cash flow statements monthly.
- Meets monthly with the Bookkeeper to prepare entries for the general ledger to balance all library accounts.
- Meets quarterly with the Director and Bookkeeper to review the Library's cash flow and investments.
- Meets as needed with the Director and Bookkeeper to review the Library's accounting and fiscal management policies and procedures.

4. The Treasurer will display:

- An understanding of the needs of the Newark Public Library, its services, funding, and personnel.
- An understanding of record keeping, accounting systems including QuickBooks, and financial reports.
- The ability to work with the Director, Finance Clerk, Board of Trustees, and auditors.
- The ability to justify work hours, with itemized statement or timecard to submit quarterly to the Library Board of Trustee.

5. Review

The Newark Public Library Finance Committee and Board of Trustees will review the Treasurer's performance semi-annually.

Adopted by the Board of Trustees: 12/8/2022