

WESTERN ELMORE COUNTY RECREATION DISTRICT

- Job Title:** Treasurer
- Classification:** Part-time (up to 10 hours per week)
- Location:** 245 E 6th S., Mountain Home, ID 83647
- Reports to:** Board of Directors

Job Description:

The Western Elmore County Recreation District is seeking a dedicated and experienced Treasurer to join our team. If you have a passion for financial control, budgeting, and excellent organization skills, we want to hear from you. The Treasurer plays a crucial role in managing the fiscal operations of the District and ensuring financial stability.

Key Responsibilities:

Financial Duties

- Make recommendations to the Board of Directors on the annual budget.
- Receive and deposit all checks for the District, maintaining accurate accounts and records.
- Record all financial transactions in QuickBooks and maintain meticulous record-keeping.
- Prepare a monthly bills list for approval by the Board and ensure timely payment of all bills and invoices.
- Generate monthly financial reports for Board approval.
- Offer recommendations on banks/credit unions.
- Reconcile bank statements and manage cash flow.
- Receive and verify timesheets, completing payroll for employees.
- Prepare quarterly and yearly tax forms in accordance with State and Federal guidelines.
- Maintain all financial records in an organized and legal manner.
- Schedule and review the annual audit, assisting the auditors as needed.
- Manage contracts and price negotiations with vendors, service providers, and office lease under the direction of the Board.
- Attend relevant training sessions, including the State Tax Commission's Annual Budget and Levy training.

General Duties

- Assist the Administrator in daily office operations, including answering calls and assisting customers.
- Maintain communication between community members and the Board of Directors, reporting issues or concerns in a timely manner.
- Maintains a tidy and organized work environment, performing minor cleaning duties.
- Contribute to the District's goals and mission, representing the organization positively.

Skills Required:

- Experienced in financial control and budgeting; ability to handle large sums of money.
- Proficiency in tax codes and executing tax filing requirements.
- Strong attention to detail.
- Excellent communication and interpersonal skills.
- Exceptional organizational skills.
- Ability to follow instructions, multitask, and prioritize work.
- Proficiency with software including QuickBooks, Microsoft Office, email, and internet.
- Demonstrated ability to work both independently and as part of a team.

Requirements:

- Previous experience in financial management or accounting is advantageous.
- High school diploma required; some college preferred.

Compensation

Starting pay ranges from \$18-\$22/hour. Based on experience.

If you are an experienced financial professional with a passion for fiscal responsibility, we encourage you to apply for the Treasurer position at the Western Elmore County Recreation District. Join our team and contribute to the betterment of our community through sound fiscal stewardship.

To apply please submit your resume and cover letter detailing your relevant experience to recreation@wecrd.org.

Please note: The Western Elmore County Recreation District is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by law or regulation.