



# Township Treasurer

## (1) Township Government Operations

- 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

## (2) Interpersonal Skills

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Establishes appropriate contacts with banks, mortgage companies, insurance and investment firms
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

## (3) 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 procedure
- 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

## (4) 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, including knowledge of investment instruments and legal limitations on investments
- Understands elements of investment risks
- 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
- Understands procedures for collecting personal property taxes

## (5) 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