**Treasurer**

1. Prepare Selectboard warrant for accounts payable as needed, one to two times per month
2. Prepare checks for mailing, and post in Quick Books
3. Post all school payroll and voucher checks in Quick Books, mail any direct deposit receipts to recipients
4. Receive and complete Frenchboro Mail Association payroll, including payment of Federal and State income tax withholding for mail administrator
5. Receive funds from tax collector, excise tax collector, and all other sources, receipt appropriately, make deposits to the general account, and record deposits in Quick books
6. Receive funds from various sources for Frenchboro school, record deposits in Quick books, and send copies of deposit and checks to the school’s business manager
7. File federal and State withholding quarterly for both Mail Association and school employees
8. Pay town employees, withholding, 1099’s and W-4’s
9. Balance Mail account and general account checking monthly
10. Maintain files of all accounts receivable, account payable, school payroll, school voucher, mail association payroll, and bank statements appropriately
11. File monthly report of accounts balances with Selectboard
12. Prepare account statements and recommendations for Selectboard to assist in preparation of town budget
13. Compile audit material at close of fiscal year
14. Receive and tax lien mortgages for fiscal year from tax collector, receive any payments on those accounts, and either discharge liens when paid in full, or begin proceedings for town acquisition of those properties when lien mortgage matures
15. To provide the Selectboard and financial institutions with finical documents and other pertinent information regarding town loans, grant etc.

**Treasure cont.**

1. Position reports to Selectboard