

**Muir Beach Community Services District  
District Treasurer  
Job Description**

Duties and Responsibilities:

The District Treasurer shall serve at the pleasure of the board of directors and shall report to the board of directors.

The board of directors requires that the District Treasurer be bonded, and from time to time it shall fix the amount of the required bond. The district shall pay the cost of the bond.

The District Treasurer shall make quarterly, or more frequent, written reports to the board of directors, as the board of directors shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the District Treasurer. The District Treasurer shall sign the reports and file them with the District Manager.

In addition, and more specifically:

1. Financial Management and Oversight

- a. Treasurer to oversee the management of the financial affairs of the MBCSD in liaison/collaboration with the District Manager.
- b. Treasurer responsible for the creation and maintenance of MBCSD financial systems for ensuring the MBCSD's ongoing solvency, compliance with acceptable accounting practices and legal requirements in liaison/collaboration with the District Manager.
- c. Treasurer responsible for the development and enforcement of strong internal and external financial controls in liaison/collaboration with the District Manager.

- d. Treasurer to oversee the development and maintenance of the MBCSD's financial policies in liaison/collaboration with the District Manager.
2. MBCSD Operating and Capital Budgets
- a. Treasurer responsible for preparing or overseeing the preparation of the MBCSD annual operating and capital budgets in liaison/collaboration with the District Manager.
  - b. Treasurer responsible for ensuring the MBCSD budgets reflect the short-term and long-term goals of the MBCSD in liaison/collaboration with the District Manager.
  - c. Treasurer responsible for the ongoing review and monitoring of the MBCSD's cash funds, budgets and investments in liaison/collaboration with the District Manager.
  - d. Treasurer to prepare quarterly and annual financial reports to the Board of Directors for approval.
3. Reports
- a. Treasurer to have thorough knowledge and understanding of the MBCSD's financial reports.
4. Audits
- a. Treasurer to monitor or oversee the annual audit of the MBCSD's financial statements in liaison/collaboration with the District Manager and the Audit Committee.