

## **Part-time CSD Secretary/Treasurer Position Description**

The overall purpose of this independent contractor position is to assist the Trinity Center CSD Board in any way practical to serve the constituents of the CSD. The primary responsibilities center around Board meetings, financial management, collecting and distributing the mail/handling correspondence as needed and file/record management. **Specific duties/tasks vary over time, but may include the following:**

### **Board Assistance**

This individual is responsible for assisting in all aspects of Board Meetings, including the preparation and distribution of agendas, minutes and back-up materials for the Board and public in accordance with California's "Brown Act". Additionally this position coordinates preparation and submittal of board documents, including annual Economic Interest statements (Form 700); Statement of Facts form annually to the State and County; schedule and keep certificates of completion for biennial Ethics and Harassment training and filing election paperwork with County when Directors terms are expiring.

### **Financial Management**

Duties in this area center around monthly accounting/bill processing in coordination with the Board and County Auditor's Office and the following:

- Maintain budget and payment records and present account balances at Board meetings
- Prepare checks, present to Directors, process through County office, and distribute to payees
- Assist Board with audit preparation providing Outside Auditor with information as requested
- Provide County Auditor with annual Budget and outside Annual Audit Report
- Fill out 1099 forms for vendors and Secretary and file them annually
- File Financial Transaction report with State Controller annually

### **Correspondence/ Filing/Records Management**

- Processes incoming and outgoing mail.
- Maintain all CSD records (all receipts, correspondence, minutes, audit reports, tax records, director documents, etc.)
- Provide GSRMA (worker's compensation) with information- and updated Fire Department roster, etc.

### **Other Duties**

- Call TPUD with any problems with street lights
- File Encroachment Permit annually or when received from County
- Other duties as assigned by the Board of Directors