

CLEAR CREEK COMMUNITY SERVICES DISTRICT
SECRETARY AND TREASURER
JOB DUTIES AND RESPONSIBILITIES
Monthly Salary \$1000-1200
Hours: 9:00am to 12:30pm/Monday thru Thursday

SECRETARY

1. Essential Functions.

- A. Communicate with the Board of Directors on District operations via monthly reports.
- B. Oversee and supervise preparation of District Budget.
- C. Manage District resources and finances within amounts budgeted by the Board.
- D. Maintain consistent and regular attendance of board meetings.
- E. Oversee continuing education/training programs and make sure money is budgeted for all employees. (Place training certifications in employee file.)
- F. Work effectively with CPA, attorney, engineers, contractors and other District consultants, and Lassen County Staff.
- G. Update District website as needed.
- H. Operate the following equipment: phone, 10 key calculator, computer, copy/fax machine.

SECRETARY-MEETING PREPARATION:

- 2. Post agenda 72 hours prior to meeting on the community bulletin board and on Webpage for a general meeting. Copies should be delivered to the Board members, Fire Chief, Water Operator, 72 hours prior as well. Post agenda 24 hours prior to meeting on community bulletin board for Special Meetings.
- 3. The agenda should include the following:
 - A. Call to order.
 - B. Roll call.
 - C. Pledge of Allegiance.
 - D. Approval of agenda.
 - E. Business from the Floor.
 - F. Approval of regular meeting minutes.
 - G. Motion to pay invoices and payroll.
 - H. Delinquents.
 - I. Review and approve financial report.
 - J. Monthly reports from Fire Chief and Water Manager.
 - K. Communications/ Information items.
 - L. Action items.
 - M. Matters initiated by the Board of Directors.
 - N. Motion to adjourn regular meeting.

4. BOARD OF DIRECTORS PACKET TO INCLUDE:

- A. Agenda.
- B. Minutes from previous regular meeting.
- C. Expenditure Report. (Preliminary)

- D. Copies of correspondence of any importance.
5. AT MEETING:
- A. Take notes for minutes.
 - B. Record each meeting; Upload recording to Webpage and maintain recordings for a minimum of 30 days.
 - C. Read correspondence.
 - D. Have 3 Directors sign expenditure claim/warrants for each payable invoice.
6. AFTER MEETING:
- A. Type minutes and post the approved minutes on the Community Bulletin Board within five days of the meeting.
 - B. Bring or mail, one copy of expenditure sheet and payable invoices with supporting back up to Lassen County Auditor's office.
7. MONTHLY BOOKKEEPING:
- A. Receive checks, cash and/or money order, stamp the back and enter payments into QuickBooks by name, check number and amount; keep adding machine tape to balance for auditors.
 - B. Record deposit, print 2 copies of the deposit summary (1 for the Auditor and 1 for monthly file).
 - C. Fill out a deposit worksheet; include checks, money orders, cash and deposit summary. Take deposit to the Auditor's office.
8. MONTHLY PAYROLL:
- A. Keep an individual payroll ledger on all employees and board members. Once a month print ledger with monthly updated information & attach to the expenditure claim. Print 2 copies of both, 1 for the Auditor's office and 1 for the monthly file.
 - B. Report federal income tax withheld from employees to the 800 number.
 - C. Report the EFT (electronic funds transfer) payment to the Auditor's office. This is the employee payroll & employer payroll monthly withholding amounts, 1 copy goes to the Auditor's office with the monthly expenditures and 1 copy goes in monthly file.
9. QUARTERLY REPORTING:
- A. Fill out form 941 - Employer's Quarterly Federal Tax Return, original goes to the IRS and a copy to file.
 - B. Log on to EDD employers services online. Report quarterly contribution return and report of wages (DE9) and (DE9C). Make the deposit on the EDD page.
 - C. Fill out and email an Advance Notice of Electronic Funds Transfer to inform the Auditor and Treasurer's office of anticipated electronic fund transfer.
10. YEARLY W-2'S AND 1099'S
- A. Fill out and report electronically forms W-2/W-3 online before January 31. Print each W-2 for employee and copy for file. Print W-3 transmittal of Wage and Tax Statement for file or work with accountant to complete task.

- B. Fill out 1099-NEC non-employee compensation and 1099 miscellaneous along with a 1096 cover sheet. Mail forms for reporting, print and send to contractor before January 31 and keep copy for files.

11. BUDGET:

- A. Schedule a Budget Workshop in May for all Board members.
- B. Prepare a preliminary Budget at the June board meeting and set a date for a public Budget hearing.
- C. Post budget for inspection for the public in 3 places. Run notice 2 times online at lassennews.com when the budget hearing will take place. Final approval will be at the July meeting.
- D. Prepare final copies for July meeting.
- E. Prepare Resolution setting Tax Limitation for District's fiscal year for Director's signatures and approval.

TREASURER:

- 12. Treasurer will be responsible for all official correspondence.
 - A. Obtain copies of all invoices and backup.
 - B. One set to Auditors office (original) with stamped envelopes.
 - C. One set (copies) for monthly files.
 - D. Type Expenditure Report, and make copies: one per Director, one to Directors, one for secretary's file, one to Fire Chief and one to Water Manager.

X _____
Employee Name (Please print)

X _____
Employee Signature

Date Signed