

TOWN OF SAN ANSELMO
Town Treasurer

Job Description

Responsibilities and duties of the Town Treasurer position are described in California Government Code Section 41001-41007. The majority of the responsibilities and duties of the Town Treasurer position have been assigned to staff. The exceptions which are performed by the Town Treasurer are:

1. Review the monthly trial balance prepared by staff.
2. Review the quarterly investment report to the Town Council on the amounts and location of Town cash assets.
3. Periodically (quarterly to semi-annually) meet with Town staff to examine cancelled warrants and review monthly bank reconciliations.

The Town Treasurer position is a four-year elected position. Candidates and office holders are subject to the conflict of interest and disclosure requirements of the California Fair Political Practices Commission.

The Town Treasurer typically attends the Town Council meetings on the presentation of the annual audit.

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 41001-41007

41001. The city treasurer shall receive and safely keep all money coming into his hands as treasurer.

41002. He shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession.

41003. He shall pay out money only on warrants signed by legally designated persons.

41004. Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. He shall file a copy with the legislative body.

41005. The city treasurer shall perform such duties relative to the collection of city taxes and license fees as are prescribed by ordinance.

41006. The city treasurer may appoint deputies for whose acts he and his bondsmen are responsible.

41007. The deputies shall hold office at the pleasure of the city treasurer and receive such compensation as is provided by the legislative body.