

## **Credit River Township Treasurer**

Credit River Township is looking for a part-time Treasurer with flexible hours averaging 10-15 hours per week. Duties include but not limited to:

- Prepare deposits, checks, invoices, and Township financial statements
- Coordinate payroll
- Reconcile bank and investment statements, oversee bank escrow accounts
- Assist independent auditors with annual Township audit
- Prepare and file reports with the State of Minnesota, Scott County and governmental agencies
- Some evening meetings
- Accounting and computer experience required

Deadline: April 1, 2011

Please submit resume to [clerk@creditrivernm.gov](mailto:clerk@creditrivernm.gov) or mail to: Township Clerk, Credit River Township, 18985 Meadow View Boulevard, Prior Lake, MN 55372