

## Secretary/ Treasurer Position

Middleton Urban Renewal Agency is seeking contract services for Secretary and Treasurer Services. This position is a contract position. Board meetings are quarterly with approximately 3 other special meetings throughout the year. Meetings range from 1 to 2 hours usually on Tuesday evenings.

Consultant Scope of Services are as follows:

### A. Treasurer Services

- Timely deposit of checks received
- Cash flow management to maximize interest earnings
- Submission of bills to Agency Board for approval
- Payment of bills following Board approval
- Preparation of financial reports for board meetings
- Preparation of annual budget, any related notices for publication and submission to the City Clerk
- Retain and provide necessary information to the auditors
- Make payments on Notes
- Retain Agency records and documents as directed by Agency Chairman
- Assist in the preparation and filing of the Agency's annual report, and other annually required reporting information

### B. Secretary Services

- Schedule meetings and determine quorum
- Prepare agendas and post in compliance with the Open Meetings Law
- Preparation and circulation of the Board meeting packets
- Attendance at Board meeting
- Preparation of meeting minutes
- Publish all necessary information in a timely manner
- Other services as may be assigned by the Chairman

Please direct any questions to Elwin Butler, (208) 739-8668. Submit a resume and fee schedule to Middleton Urban Renewal Agency, P.O. Box 37, Middleton, Idaho, 83644 on or before November 13, 2017.