



Mosquito Fire Protection District
8801 Rock Creek Road
Placerville, California 95667
(5300 626-9017)

Reports. The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health. The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

Financial Liaison. A skilled Treasurer should be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience. The Treasurer should spend time learning the particulars of the organization's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments. The Treasurer can be most effective to the board when she is facilitating and encouraging the board's strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization's mission.

The Treasurer must also be cognizant of California law, which requires Special Districts to properly submit accurate financial reports in compliance to California Transparency Statutes. The board Treasurer's duties and responsibilities may be more focused on broader policies and oversight. Where an organization has a Treasurer but has not designated a CFO in its bylaws, the Treasurer will be considered the CFO by operation of law.

Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.

Liaison: The Liaison, will coordinate with the Fire Chief, Communications to and from Operational Staff, paid/volunteer fire Personnel, and

Thank you for your consideration.

Edward Dwyer
Fire Chief
Mosquito Fire Protection District