

Champaign-Urbana Public Health District

Board of Health Treasurer

The Champaign-Urbana Public Health District (CUPHD) is seeking a part-time (average 10 hours per month) Treasurer for appointment to the Board of Health.

While this position does not supervise the day-to-day operations of the Finance Division, the average 10 hours per month will be spent overseeing receipt of all revenues; overseeing deposits into financial institutions; signing of checks to include review of documentation supporting payments; review of financial reports prepared by the Director of Finance for presentation to the Board of Health; review of audit reports; review of financial statements for publication or filing with county clerk or other governmental officers or offices; review and signing certificate to county clerk concerning tax levy; attending monthly Board of Health meetings; and making recommendations to the Board of Health with respect to financial operations.

A degree in Accounting, Finance or related field along with at least 10 years of work experience is preferred. Previous experience in government accounting/finance and CPA a plus but not required. The Treasurer position is a board appointed position that is not considered an employment relationship with CUPHD. The position will pay \$60 per hour to be paid as an independent contractor.

Submit resumes along with brief cover letter to Andy Quarnstrom, CUPHD Board Chair to [HYPERLINK "mailto:andy.cctownship@champaignil.gov" andy.cctownship@champaignil.gov](mailto:andy.cctownship@champaignil.gov). Resumes must be received by 5:00 p.m. on May 4, 2019 to be considered. CUPHD is an equal opportunity employer.

Posted April 12, 2019

