

Job: Treasurer/Grant Manager (PT: 20 hours/week)

Primary responsibilities:

The position will have two primary sets of responsibilities: treasurer and grant management.

Treasurer:

- Carry out duties of Treasurer as described in Title 30, Chapter 82, Section 3069 (See Below)
- Work with accountants and bookkeepers to ensure proper process and methodology in place to ensure smooth audits.
- Work with auditors to have the audit complete for fiscal year 2021.
- Sign checks and transfer funds on a timely basis.
- Ensure proper allocation of invoices to the variety of grants.
- Assist in transition from QB online to QB desktop with new grant management and payroll

Grant Manager:

- Draft grant applications for review by the Executive Director and the Executive Committee as appropriate
 - PreConstruction Grant Application - this is likely to be two different grant applications
 - Construction Grant Application - there are likely to be a number of grant applications. The first will be for securing materials and paying for any make ready not covered in the preconstruction. Then specific phases and areas.
 - EDA/NCIC Essex grant to help bring fiber to Essex County
 - NTIA - understand what the opportunities are and whether or not feasible to participate
 - Infrastructure grants - track legislation and rule making and development in order to ensure we respond as necessary to protect access to funds
-
- Work with bookkeeper to track expenditures appropriately to grants
- Prepare regular reporting for granting bodies as required - monthly for most grants, quarterly for some.

Communications

- Prepare updates for review by the Communications Committee.
- Work on Crowd Fiber platform updates
-

Other:

- Legislative session - there may be some legislative changes necessary to ensure we maintain our ability to bond finance (state taking first position on fiber developed is an issue from a financing perspective)

- Support Executive Director in financial and administrative matters as required.
- Participate as NEK Broadband representative on WEC meetings

Salary Range (FTE): \$90,000-110,000 (PT/\$45-55,000) (It might be better to do this on an hourly basis - but still on payroll - depends on how consistent we think we are likely to be.

Immediate work:

- Writing Pre-Construction Grant & Construction Grant Applications to DPS
- Assisting with accounting reorganization and audit

Start Date: ASAP, October 23, 2021

§ 3069. Treasurer

The treasurer of the district shall be appointed by the board, and shall serve at its pleasure. The treasurer shall not be a member of the governing board. The treasurer shall have the exclusive charge and custody of the funds of the district and shall be the disbursing officer of the district. When authorized by the board, the treasurer may sign, make, or endorse in the name of the district all checks and orders for the payment of money and pay out and disburse the same and receipt therefor. The treasurer shall keep a record of every obligation issued and contract entered into by the district and of every payment thereon. The treasurer shall keep correct books of account of all the business and transactions of the district and such other books and accounts as the board may require. The treasurer shall render a statement of the condition of the finances of the district at each regular meeting of the board and at such other times as shall be required of the treasurer. The treasurer shall prepare the annual financial statement and the budget of the district for distribution, upon approval of the board, to the legislative bodies of district members. The treasurer shall do and perform all of the duties appertaining to the office of treasurer of a body politic and corporate. Upon removal or the treasurer's termination from office by virtue of removal or resignation, the treasurer shall immediately pay over to the successor all of the funds belonging to the district and at the same time deliver to the successor all official books and papers. (Added 2015, No. 41, § 20, eff. June 1, 2015.)