**TREASURER INTERVIEW QUESTIONS**

January 6, 2016

\_\_\_\_\_ 1. Please provide a brief overview of your educational and work experience and why you are interested in working at BR as the District Treasurer.

\_\_\_\_\_ 2. In your opinion what is the single most important function of a treasurer?

\_\_\_\_\_ 3. Tell us about your experiences using computers. What applications have you used and for what purpose?

\_\_\_\_\_ 4. Tell us about your experience with investing? What types of accounts have you established and maintained?

\_\_\_\_\_ 5. Can you tell me what the terms “RAN” and “BAN” stand for and when would one use them?

\_\_\_\_\_ 6. Tell us about your experience with municipal/school finance?

\_\_\_\_\_ 7. What experience have you had working with online payment systems?

\_\_\_\_\_ 8. Explain the process you would use to establish a student activity account which has various sources of income.

\_\_\_\_\_ 9. How do you establish and operate a Petty cash fund?

\_\_\_\_\_10. Tell me about your experiences processing payroll and/or overseeing the payroll function?

\_\_\_\_\_11. What experience have you had with collective bargaining contracts?

\_\_\_\_\_12. What method would you use to insure that employees were being paid at the appropriate salary, from the appropriate account and within budget funds?

\_\_\_\_\_13. Explain what key criterion factors are necessary for getting a bond rating.

\_\_\_\_\_14. What Massachusetts General Laws apply to District Treasurers? What do the provisions of

MGL Chapter 71, 16b require district treasurers to do?

\_\_\_\_\_15. Have you made presentations and provided training sessions in positions you have held? If so, please provide an example.

\_\_\_\_\_16. What experience and/or knowledge do you have of 403b market?

\_\_\_\_\_17. Are you familiar with state and county retirement systems and eligibility thresholds, etc?

\_\_\_\_\_18. What steps did you take to prepare for this interview?

\_\_\_\_\_19. Have you had any experience with grant funds? If so, please explain.

\_\_\_\_\_20. What was the last training you attended?

\_\_\_\_\_21. What is an E & D account and what is the allowed threshold to have in this account?

\_\_\_\_\_22. Would you like to provide a closing remark, comment and/or question?