

Officer Position: Treasurer

Term: 1 year, Runs from Annual Organization Meeting to Annual Organization Meeting

Performs all defined Director Duties and Functions plus the following actions.

Duties and Functions

- Responsible for the proper care of all monies and securities managed by the Association
- Assure the books of the Association inclusive of financial reports such as the Balance Sheet, Income Statement, General Ledger Entries and Assessment Status are full and accurate accounts of all monies received and paid on account of the Association every month
- Maintains signatory responsibility on all instruments that require his/her signature and shall perform all such duties pertaining to Finance which are properly required and/or assigned to him/her by the President or the Board of Directors
- Primary Manager and coordinator of every Association Bank Account insuring proper execution and processing of all Association transactions every month in accordance with the approved Association budget
- Insures that there are a total of three (3) signatories set up on Association Bank Accounts: The Treasurer, the President and the Vice President are recommended
- Assure the collection of all monies due the Association, and in the event of delinquent accounts, recommend to the Board of Directors such action to resolve as deemed appropriate
- Attends all scheduled meetings of the Board of Directors. Monthly meetings take place on the first Tuesday of the month. Workshop meetings are scheduled in between as needed
- Provides input to the President on all Financial matters as necessary for inclusion in Monthly Board meeting Agendas
- Formulates and presents the Financial Report at each Monthly Board meeting
- Provides necessary Financial data input and presents the Financial Overview of the previous year at the Annual Membership meeting in February
- Coordinate with our Community Management vendor all contracted Accounting/Bookkeeping functions to insure timely receipt of finance deliverables along with validating the accuracy/correctness of the respective finance deliverable inclusive of all Accounts Payable and Accounts Receivable actions as well as General Ledger, Balance Sheet and Statement of Revenue/Expense recordations. In matters of Finance, the Treasurer is the Primary Point of Contact with the Community Management vendor. The President is a Secondary contact
- Authorize proper expenditures up to \$100. All expenditures between \$101 and less than \$1,500 in value require incremental approval of the President. All expenditures above \$1,500 in value require Board approval
- Perform the role of Finance Committee Chairman. Coordinate with the President and the Board the assignment of two other Board members to populate this Committee focused on the planning, development and implementation of Association Financial matters
- Works with the President and the Board to lead the effort to schedule a budget workshop meeting that will take place in August where the next year's budget will be developed. Do what is necessary to insure accuracy of the data and facilitate approval of the next year budget in October
- Engage in recruiting actions throughout the year to generate Association member interest in volunteering for involvement with the Board of Directors as well as the Association Committees
- Works collaboratively with the President to compile a year-end Financial Report inclusive of all Revenue and Expenditures by 3/31. Post the report and send written notice to the Association membership by 4/30
- Works collaboratively with the President to insure the Annual Tax Return is created and submitted before 4/15
- When there is a change of position, work collaboratively with the new Treasurer to facilitate a smooth transition of them into their new assignment
- Perform other management and finance oversight duties as assigned