

# Lake Walkkill Community, Inc.

## Job Description

Position Title: Treasurer

Reports to: President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

### I. Position Summary.

#### Responsibilities:

- Shall be accountable for all financial affairs of the community.
- Responsible for the fiscal integrity of the community and the accurate reporting of all regulatory and government documents.

## Essential Functions or Duties

### II. Description of Duties

- Shall attend and participate in all duly scheduled meetings of the Management Committee.
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Supervises paid and volunteer administrative staff in the conduct of financial matters as well as outside service providers.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Provides critical review of reasonableness of all checks. Signs all checks.
- Constructs the annual budget with input from the Management Committee. Analyzes preliminary against historical spending trends and makes recommendations for budget adjustments. Works with budget account owners to achieve consensus. Reviews the "schedule of fees" and recommends updates as part of the annual budget process.
- Provides an annual budget schedule to Management Committee members to allow for planning and timely input of budget information. Provides recommended budget to the Management Committee 14 days prior to the annual budget meeting.
- Formalizes annual budget following the budget meeting and publishes the Approved Budget to the Management Committee. Confirms with budget account owners that the final budget is accurate. Reviews approved budget with administrative staff and outside service providers including any updates to the chart of accounts.
- Oversees the preparation of dues/assessment billings, property listings, delinquency lists and the implementation of approved payment plans.
- Supervises the administration of property transfers/sales including the maintenance of the database that tracks improved and unimproved properties.
- Compiles data required for submission of reimbursements under the Municipal Services Act (Kelly Law) for snow plowing and road obstructions. Prepare the submission, reviews and updates as needed and transmits to President for formal submission to Vernon Township.
- Interfaces with Community organizations relative to fund balances, expense management and reimbursement checks. Provides information as requested in a timely manner.
- Provides Management Committee with monthly updates. For budget accounts/lines exceeding the annual budget by 10% a notation and explanation from the Treasurer will be included.
- Complete cash reconciliation July 31<sup>st</sup> and December 31<sup>st</sup> of each year. The yearend reconciliation is provided to the CPA for financial review. Coordinate with administrative staff as required.
- Provides additional analysis or reports as requested by the Management Committee and/or President.

III. Special Duties

- Maintains all financial records of the Corporation including monthly financial reports, annual audit reports, Bank receipts, copies of issues/voided checks and the like. Records may be kept in paper or electronic form.
- Manages relationships with financial institutions related to Community banking needs. Ensures deposits are placed in only FDIC insured accounts.
- Engages the independent CPA to prepare annual reviews and reports. To ensure appropriate segregation of duties, the annual CPA report is submitted to the Chairman of the Board of Trustees.
- Responds promptly to inquiries from lawyers, real estate agents or prospective buyers regarding outstanding dues balances and other questions. Administrative staff shall transmit all pertinent information including dues arrears, assessments, fees (including transfer fee) and a New Member Profile form.

IV. Qualifications

- Experience in the field of accounting/economics/business or education in these disciplines.
- Can meet the requirements of bonding.
- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Strong written and verbal communication skills
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.

V. Accountability

The Treasurer maintains a fiduciary responsibility to the Management Committee and the Membership at large.