

# DEANE GARDEN HOMEOWNERS

## TREASURER – JOB DESCRIPTION

*The Board of Directors elects one of its members to be Treasurer of the Association. As the financial manager, the Treasurer is responsible for overseeing the association's operating and reserve accounts, maintaining accurate financial records, creating budgets, collecting dues, making deposits, paying bills, filing of tax returns and presenting financial reports to the Board and homeowners. The Treasurer works with the accounting firm which maintains the financial transactions in QuickBooks.*

### Fiscal Responsibility & Oversight

- Ensure all financial transactions in QuickBooks are accurate up-to-date.
- Ensure bank statements are reconciled in QuickBooks.
- Develop, propose, and manage the annual budget in coordination with the Board.
- Ensure homeowners dues are set at an appropriate level to sustain the community.
- Monitor and report on monthly income and expenses.
- Monitor the reserve fund ensuring it is adequately funded and making necessary investments.

### Record Keeping & Reporting

- Prepare and review monthly financial statements and ensure they are posted on the association's website.
- Present monthly financial statements at Board meetings
- Prepare reserve study.
- Maintain accurate up-to-date contact list in QuickBooks and in shared Google drive.

### Compliance

- Ensure tax returns are filed correctly and by April 15<sup>th</sup>.
- File Statement of Information every two years in August and when Officers of the Board change.
- Coordinate audits or financial reviews as needed.

### Collections & Payments

- Ensure all annual dues invoices are printed correctly.
- Mail annual dues invoices 30 days before January 1<sup>st</sup>.
- Send email reminders to homeowners.
- Collect payments and make deposits in a timely manner.
- Create and mail late fee invoices.
- Ensure all deposits are entered in Quickbooks.

- Enforce Collection & Delinquency Policy.

### Bill Payments

- Approve all bills for payment.
- Ensure all bills are paid on time.
- Ensure all payments are entered in Quickbooks.
- Co-sign checks with President, Secretary and or Vice President.

### Mailbox

- Pickup mail in a timely manner.
- Update application form when a new Treasurer is elected to ensure who is authorized to pick up mail.
- Ensure new Treasurer has mailbox key and know who has second mailbox key.
- **P.O. is located on Atlanta/Magnolia**

### Bank

- Ensure bank signature cards are up-to-date when Officers of the Board change.
- Ensure bank online log-in is updated when a new Treasurer is elected.
- Immediately upon taking office, the Treasurer should change the signatories on all bank accounts and the safe deposit box. **US Bank: 20052 Brookhurst, HB 92746 (across from Wild Fork)**

Determine the addresses to which all vendor statements and other financial information are sent and make any necessary changes. **State Farm, Markwith Agency 18821 Delaware St., Suite 236, HB.**