

11/9/01

RIVERVIEW

Treasurer Job Description

1. File new signature card at bank and change addresses on incoming bills and checking account to new treasurer's address.
2. Assist President in preparing budget for upcoming year.
3. After approval of annual budget, distribute dues notices to all homeowners in Riverview. This is usually accompanied with or on the same form with update form for Riverview Directory.
4. Record all incoming dues. Maintain ongoing file of annual dues receipts and notations by property location.
5. Send reminders to those who are late with dues, leading up to personal contact to those whose dues remain outstanding over a period of time.
6. Maintain bank records and accounting records.
7. Prepare balance sheet and report for each Association and Executive Committee meeting. Handouts should be given to Administrative Officer in timely manner for duplication before meetings.
8. Pay approved invoices on outstanding obligations of the Association in a timely manner.
9. At year end, prepare W-2's for interest paid and send to those people along with filing to IRS.
10. At year end, prepare books for delivery to Auditor for annual audit.