

BLACK POINT BEACH CLUB ASSOCIATION

Job Description: TREASURER

The Treasurer will:

1. Attend all meetings of the BOG and other meetings as requested by the BOG;
2. Perform all tasks according to generally accepted accounting standards, including data entry, reconciliation, and balancing accounts;
3. Pay all bills in a timely fashion; verify that all such bills are accurate and appropriate;
4. File and maintain records of all financial transactions;
5. Prepare monthly and weekly payroll, including tax filings, plus all records regarding employee benefits;
6. Prepare and file 1099s.
7. Prepare payroll records for review by Workers Comp. Insurance Carrier;
8. Work with the Association Manager in the preparation the annual budget and maintain such budget;
9. Prepare monthly financial reports for the board, meeting with the Chairman prior to presenting such to the Board of Governors.;
10. Prepare additional reports as directed by the Board of Governors
11. Be literate in Quickbooks Pro and excel;
12. Prepare financial records for review by accounting firm appointed by the Board of Governors;
13. Perform additional duties as directed by the Board of Governors for the best interests of the Association.

Work year: 12 months

Workday: The time required to fulfill the job requirements specified above

Rev. 9/25/15