

# Chula Vista Homeowners Association

## Job Description

### Treasurer

#### *General:*

- Manages the Board's review of, and action related to, the Board's financial responsibilities.
- Works directly with CPA in developing and implementing financial procedures and systems.

#### *Reports:*

- Ensures that appropriate financial reports are made available to the Board.
- Regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health.
- Prepares financial reports for each Board meeting, end of year report, annual budget and any other financial reports required by the Board.

#### *Finance Committee:*

- Chairs the Finance Committee (if there is one).
- Prepares agendas for committee meetings, including a year-long calendar of issues.
- In larger organizations, a separate Audit Committee may be chaired by a different person.

#### *Auditor:*

- Ensures the Associations financial records are available for an annual financial review by CPA (e.g., Tax Authority).
- Recommends to the Board whether the organization should have an audit.
  - If so, selects and meets annually with the auditor in conjunction with the Finance and/or Audit Committees.

#### *Cash Management and Investments:*

- Ensures sound management and maximization of cash and investments.

*Bank Account:*

- Is the primary signee for checks, all checks to be signed by two Board Directors.
- Manages the CVHOA accounts:
  - Pays all bills out of the checking account.
  - Transfers funds to the Reserve account.

*Taxes:*

- Ensures that tax returns are prepared and filed with the IRS on time.

*Annual Dues:*

- Prepares and sends out semi-annual dues notices in December and June of each year.
- Collects the dues, keeps up-to-date records of dues paid and delinquent accounts.
- Reports all delinquencies to the Board and sends out delinquency notices as per Board policy.
- Assesses late fees, sends delinquent accounts to collections and records liens as required by the Board.

*Insurance:*

- Responsible for making sure that the Directors and Officers Insurance and Liability Insurance are updated as needed and paid for each year.

*Special Responsibilities:*

- *File Clerk:*
  - Coordinates with the Secretary to ensure that all records of the organization are maintained as required by law.
  - Ensures that official records are maintained of members of the organization and Board.
- *Post Office Box:*
  - Has the key to PO Box.
  - Responsible for checking the box weekly, picking up the HOA mail and delivering to the appropriate Board member (as needed).