

## Treasurer Position Description

# Amelia Park

AMELIA ISLAND, FLORIDA



*A Good Place to Live*

### Role

The Treasurer is responsible for providing financial and contractual governance while working closely with the associations Board of Directors and external designated management company. Broad responsibilities include: compliance with accounting and reporting requirements; annual operating budget oversight to meet both short and long-term fiscal requirements; monthly performance reporting and guidance regarding various business, contractual and spending requests from other Board members.

### Responsibilities & Accountabilities

#### Governance

1. Ensure a financial structure and process is in place to accurately budget, report and manage the many activities associated with the Association
2. Working with the BOD and designated management company, ensure that there is a common repository of all important association documents, insurance policies, and contracts
3. Assist the Board President and other Board Members in conducting all meetings in line with good governance principles
4. Facilitate/ Sign Annual Tax Return with hired CPA, Prepare/ Submit FL State Annual Report

#### Budgeting & Financial

1. Work with the Budget Committee and other Board members in the development of the annual budget
2. Review the monthly financial statement, provided by Property Manager. Report and/or correct variances as required.
3. Provide monthly Board financial updates, summaries and insights
4. Maintain a copy of all signed contracts and ensure they meet minimum fiduciary and legal requirements
5. Provide insight into the longer range budget planning process to ensure fiscal responsibility
6. Review and advise the Board regarding the impact of new or additional expense requests

### Goals

*Accurate & timely recording of*

*Association meetings*

*Fiscal responsibility*

*Good governance*

### Timing

#### Budget & Financial

1. August-November
2. Monthly
3. As needed
4. Ongoing with Board colleagues; August-November in budget process

#### Governance

1. Ongoing
2. Monthly
3. As needed

10/2013

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## Skills Required

- Knowledge of accounting / financial management principles
- Knowledge of computer software including Excel & Word
- Working knowledge of financial documents:
  - Income & Expense Statement
  - Cash Flow Management
  - Capital Planning Budget
  - Chart of Accounts / General Ledger
- Working knowledge of FL Statute 720
- Ability to write and interpret contracts
- Ability work collaboratively and form positive working relationships
- Ability to communicate with assigned committee chairs
- Ability to present in small and large group settings

## Associated Committees

- Budget & Finance
- Governance
- Long Range Planning

## Personal Time Required

An average of 10 to 15 hours per month is required to successfully complete the position requirements.