

Treasurer (Officer) Job Description

- Reports to the Board of Trustees
- Reviews, and applies the Governing Documents to decisions regarding pending issues according to obligations and requirements for SRCA Treasurer and SRCA Finances
- Studies, discusses, votes on Board of Trustee Motions
- Prepares and oversees the SRCA budget, annual audit, bank accounts and investments
- Receives, reviews and authorizes payment of all bills and invoices for work performed for HOA. Authorizes payment to be made by Accounting/Bookkeeping firm
 - a. Maintains copies of all bills and invoices on HOA cloud space
- Reviews and maintains ongoing information regarding bank accounts and investments
 - a. Researches current savings options for reinvestment of Reserve CDs prior to authorizing investment in new CDs. Notifies HOA Board regarding new deposits and current interest rates
- Maintains electronic copies of required financial records for seven (7) years on HOA Cloud space
- Provides monthly Financials to the Board of Trustee for review and approval
- Participates in scheduled Board Meetings reporting on monthly financial activity
 - a. Reviews and summarizes monthly Financial Statements for Board approval
 - b. Updates Board of status of Reserve Fund investments
- Provides approved financials to Website Admin for electronic storage and posting on website
- Reviews, updates, reports and renews SRCA insurance coverage
- Reviews and reports on tax notices
 - a. Annual IRS filings
 - b. Pierce County Property Tax
 - c. State SOS filing
- Reviews service contracts and maintains' same on HOA Cloud space
- Maintains Succession File
- Notifies homeowners of late HOA dues and timeline to pay
 - a. Works with attorney to file lien on property if necessary
- Works with accountant in preparing required escrow information upon sale of home
- Annually provides required information to a professional reserve study firm for preparation of Reserve Study
- Semiannually reviews the Reserve Study including the physical analysis, financial analysis and component inventory and shares results with the Board of Trustees (BOT)
- Conducts annual presentation of the Reserve Study prepared by a professional reserve study consultant to the BOT. Arranges presentation by Reserve Study consultant if requested by BOT

- Stays informed about legal and state regulations for a reserve study
- Recommends and reports any adjustments to the reserve study annually to the BOT
- Shares reserve study results with HOA members as recommended by the BOT