Quarry's Edge Condominium Association

Job Title:	**TREASURER**	**Job Category:**	Board Officer
Location:	Quarry's Edge Condominiums	**Travel Required:**	As Needed
Salary:	Unpaid	**Position Type:**	Voluntary

This position is appointed by the Board of Directors following each Annual Meeting and serves at the pleasure of the Board for a term of one year after which the Board Member serving in this position is either re-appointed by the Board or replaced at the Board's discretion.

Job Description

ROLE AND RESPONSIBILITIES

On behalf of the Condominium Corporation, the Treasurer shall:

- Attend all regular and special meetings of the Board.
- Manage the Association's finances including:
  - Keep and update all Financial Records of the Association.
  - Serve as Custodian of all Association Securities and Funds.
  - Supervise/Oversee all billings, collections and disbursement of funds.
  - Oversee/Prepare the Monthly and Annual reporting of all financial transactions of the Association.
  - Compile and propose an Annual Budget for the Board's approval prior to each calendar year.
  - Prepare a monthly update of Actual Financial Activities versus the approved Annual Budget.
  - Perform ROI analyses on all new Capital Expenditures.
  - Forecast the needed funding and any associated increases in Monthly Owner Fees for future high cost maintenance items such as replacement roofs and paving.
- Be an eligible co-signatory on all checks and financial Documents.
- Perform other such Duties and Assignments as directed by the Board and/or President.

Qualifications

- Possess, at a minimum, those qualifications needed to perform the Duties and Responsibilities described above.
- Have previously served as a Member of this Board.

PREFERRED SKILLS AND EDUCATION

- Have the Computer Skills needed to send and receive email, participate in electronic meetings, and prepare any needed Documents and Financial Reports using Spreadsheet programs, etc.

NOTE...

Board Members (who must themselves be "Owners in Residence") are elected by Owners in good standing, who then appoint a Board Member to serve in this position.

Approved By:	Board	Date:	
Last Updated By:			