

OPEN BID POSTING

Finance Administrator
2-year contract
1099 sub-contractor

The members elect the board. The board then chooses a finance Administrator to perform most of the treasurer duties as they require more than what should be asked of a volunteer board member.

The FA will answer to the board and has no decision-making authority of their own.

The right candidate should have a solid understanding of accounting concepts, making reports, and detailed record keeping. Must be willing to learn QuickBooks. Proficiency with word and excel is also required. This job will require a surety bond.

Duties will include:

collecting the mail from the post office multiple times a week and for this reason must be located within a reasonable distance from the LeRoy post office.

Posting payments to member accounts, making bank deposits as checks are received, monthly bank reconciliation with the treasurer, and providing financial reports for all board meetings and member meetings.

Answering the association phone and email during business hours and returning communication within 1 business day. Triaging phone calls to board members as required.

Assisting the board with preparing the budget once a year.

Sending annual statements and past due notices to members. Lien placement and removal as necessary. Taking delinquent members to small claims court as needed.

Paying the expenses of the association in a timely manner.

Gathering & delivering financial records to the CPA for annual filing and 1099 preparation.

Keeping association member information current.

Interested parties can send their bid, resume, and letter of interest to RLFPOA ATTN: BID, PO BOX 64, LeRoy, MI 49655