

TREASURER

[2018 By-Laws](#)

ARTICLE V – OFFICERS, TERMS OF OFFICE, DUTIES

The membership will elect four officers (President, Vice-President, Secretary, and Treasurer). All officers must reside within the above stated geographical boundary, as defined in Article II, for the entire period they hold office. Officers will be elected every two years. The Board of Directors will consist of the 4 officers and the immediate past President. Other officers may, from time-to-time, be appointed by the Board of Directors.

B. Duties

The Treasurer shall be custodian of the Association's financial records, provide a monthly financial report to the Association, collect any assessed fees, keep a register of any such fees including payor, amount collected and purpose of fee, and perform such other duties as may be assigned by the Association or the President.

Other duties of the elected officers shall be to formulate the agenda for the upcoming Association meetings, determine and assess fees, channel requests for information, perform a fact-finding function, and clarify rumors.

The elected officers will continually seek the advice of the residents for such matters including, but not limited to, meeting topics and guest speakers.

The following job description is provided as a resource for residents considering running for a DINA leadership position. This is only meant as a resource to better understand qualifications and skills that will ensure success as a DINA Board Member-Officer but are not requirements to hold a Board Member-Officer position.

Job Title: Treasurer, Daniel Island Neighborhood Association

Job Summary: The Treasurer of the Daniel Island Neighborhood Association will be responsible for managing and maintaining the financial operations of the association. The Treasurer will work closely with the Board of Directors to ensure financial transparency, accuracy, and compliance with financial policies and procedures.

Key Responsibilities: · Manage and maintain accurate financial records for the Daniel Island Neighborhood Association · Monitor the association's budget and ensure compliance with financial policies and procedures · Oversee financial transactions, including deposits, payments, and reimbursements · Prepare and present financial reports to the Board of Directors and Members · Manage and reconcile bank accounts and bank statements · Manage and maintain accurate membership records and assist with membership dues

collection · Monitor bank account/transactions · File annual tax Form 990-N · Monitor PayPal account and transfer funds to bank account · Review invoices, get Board approval for payments – D & O and General Liability insurance policy, renewals, PO Box, website hosting, etc. · Respond to inquiries from members regarding financial matters · Prepare and present Quarterly Financial Reports to the Board and Membership · Provide guidance to the Board of Directors regarding financial decision-making.

Desired Qualifications, but not required: · Bachelor's degree in accounting, finance, or related field · 2+ years of experience in financial management, accounting, or related field · Experience with financial software · Strong organizational and communication skills · Ability to work independently and collaboratively · Detail-oriented with strong analytical skills · Understanding of financial policies and procedures · Commitment to the mission and values of the Daniel Island Neighborhood Association

Working Conditions: The Treasurer will be a volunteer position and will work closely with the Board of Directors. The Treasurer position will have the flexibility to work remotely, and attend in-person meetings. The position may require occasional evening and weekend meetings, as well as attendance at community events and meetings. The position will require approximately 5-10 hours of work per month, depending on the time of year and the association's activities.

Compensation: This is a volunteer position, with no monetary compensation. However, the Treasurer will have the opportunity to develop and enhance their financial management skills and gain valuable experience working with a non-profit organization.