

The Four Seasons Park HOA is currently seeking to fill the open Treasurers position. This position is a voting board member/ officer of the Four Seasons Park HOA Board. We recommended someone with knowledge of accounting/bookkeeping/ budgeting, good communication skills, and good organization skills. If you're interested in the position, please email fourseasonsparkhoa@gmail.com

Four Seasons Park Treasurer Job Description

Mail- An assigned board member other than the Treasurer will collect mail daily and give to Treasurer to verify and double check the bills, checks, or any other mail received.

Member Payment Report- Record member's payments; Amount, date received, check #, and designate whether payment is for Regular Dues, Road Project, or Lien payment.

Bank Deposits- Once payments are recorded stamp all checks on the back with Four Seasons Park bank account information. Deposit slips are filled out for all deposits. On the deposit slip record the member's account #s and the amounts for each check and total up. On the carbon copy only (not the bank's copy) record all the check #s and members name corresponding to each check on the deposit slip. Retain the carbon copy for our records. Checks should be deposited in a timely manner and not be allowed to sit for several days. After making deposit, copy the carbon copy deposit slip with the bank receipt and drop off to CPA.

Paying Bills/ Expenses- Record all our bills and expenses on a ledger, with Date Paid, Payee, Description, Check #, and Amount. All checks written need 2 signatures from 2 different designated signers on the board. When a bill is paid stamp the bill with PAID and record Check #, Date, and Amount Paid. Also keep track and mark off when bills have cleared our checking account. If payment has not gone through contact Payee to see if they have received payment. You may have to cancel checks through the bank and reissue payment.

Bank Account- The Treasurer will have access to online Banking to keep track of all the transactions that have or haven't cleared our account and to keep track of account balances. Transfers between Checking and Savings account may also be done online if needed.

Budget- The Treasurer will comprise all the bills each month and categorize them into the General, Water, and Road budgets. Each month the totals in each budget will be tracked and compared to our yearly budget to make sure we are staying on track. This may be done in tandem with CPA/Bookkeeper from QuickBooks reports.

Treasurer's Report- As Treasurer you are responsible for creating a Treasurer's report to present at the monthly HOA meeting. Put together a report with all the monthly expenses, the beginning monthly/ current balances for Checking and Savings accounts, record the total monthly/yearly amounts for each Budget (General, Water, Road), and record the monthly/yearly totals for Membership Dues and Road Projects. CPA/ Bookkeeper will be able to give you some of this information from QuickBooks.

Communication with CPA/ Bookkeeper- Information from reports mentioned above will need to be communicated to Bookkeeper on a weekly basis at minimum so they can record information into QuickBooks for our records. The CPA/ Bookkeeper will also need copies of the bank statement to reconcile our account each month.

Other Responsibilities- Other tasks may be assigned depending on the current needs and projects going on.

All duties above are current practices and may be changed depending on the needs of the park or distribution of responsibilities.