

### Position Description

<b>Title:</b> Treasurer (Association)	<b>Status:</b> Part Time (Intermittent)
<b>Work Location:</b>	<b>Salary/Pay rate:</b> volunteer
<b>Term:</b> Election at Annual Meeting (Full Term 3 Years)	
<b>Supervision:</b> Minimal	<b>Reports to:</b> Lake Association Board and Members

#### About the Lake and the Association

The purpose of the Association is to maintain, protect and enhance the quality of the lake and its surroundings for the collective interests of members and the public that utilizes Sand Lake. To carry out the program of the Association and to make representations on behalf of its members and the public, the Association shall be organized under Chapter 181 of the Wisconsin Statutes. (Sections of the Statutes are cited throughout these by-laws.) No asset of the Association shall benefit any officer or member. The Association shall not participate in partisan political activity.

#### Position Summary:

The Treasurer shall maintain the financial records of the Association and shall co-sign all checks or sign individually with approval of the Board. The Treasurer shall prepare the annual financial statement for the annual meeting and be responsible for sharing the financial reports to the Board. Report all required governmental paperwork that is not handled by the payroll vendor and submit annual financial records for review by the Audit Committee.

#### Functions/Responsibilities:

- Attend all membership meetings (3 per year) and Board meetings
- Keeping up-to-date financial records
- Co-Sign all checks or individual signature with approval of the Board
- Prepare an annual financial statement for the annual meeting and be responsible for sharing the financial reports to the Board
- Proposed budget to the Board
- Report all required governmental paperwork that is not handled by the payroll vendor
- Submit annual financial records for review by the Audit Committee
- Serve on the Finance Committee
- Takes time to celebrate

#### Competencies/Requirements:

- Familiarity with local lake and surrounding communities
- Exemplary oral and written communication skills
- Extreme organization with attention to detail
- The ability to use or learn financial software
- Experience with budgets and maintaining financial records

- Time commitment: average 1 to 2 hours/week (this fluctuates depending on the time of the year)

**How to apply:**

To apply, send an email expressing your interest to the President; please include your qualifications and availability. If you have questions, please call the President at [board@sandlakewi.com](mailto:board@sandlakewi.com)