

CCOA Treasurer Job Description & Procedures
July, 2019

The CCOA Treasurer must sign a confidentiality agreement which extends in perpetuity beyond the final date of employment. Any dissemination of confidential information or use for personal gain or to benefit any member shall be cause for immediate dismissal. Use of office is limited to job related tasks only.

Demonstrate the Following Competencies:

- ___ Ability to access and apply basic information from accounts and reports in QuickBooks
- ___ Create/format/work within Word documents (including mail labels & converting to PDF)
- ___ Work with Excel documents
- ___ Download, scan, file and print documents
- ___ Business appropriate phone etiquette
- ___ Knowledge of CCOA collection policies and procedures

Duties:

- ___ Submit invoices/receipts to CCOA Accounting firm and be sure they are paid on time (electronic approval of two Board members needed)
- ___ Verify the payment with the matching invoice before signing checks
- ___ Deposit laundry income and income from Lodge activities
- ___ Notify accounting firm of billing changes and new owners
- ___ Run monthly Aging Report for accounts past due
- ___ Send late notices to owners as outlined in and required by CCOA collection policies
- ___ Inform the CCOA Board liaison of notices sent and actions required
- ___ Inform the CCOA Board liaison when past due accounts require a meter to be pulled or a lien to be filed
- ___ Provide account information and copies of notices sent and the Open Balance Report for any liens that need to be filed to CCOA's attorney
- ___ Calculate mid-quarter electric bills and provide closing companies with current balances when requested
- ___ Be sure quarterly meter readings are to accountant by 20th of the month for processing (check any meters that seem out of line with previous readings)
- ___ Download monthly bank statements and e-mail to accounting firm
- ___ Present quarterly financial statements to the Board
- ___ Be sure quarterly and annual tax forms are signed
- ___ Verify employee time sheets and email hours to accounting firm (Cc two officers for approval)
- ___ Verify members' account status before general meetings or any vote that is to be taken
- ___ Transfer funds to USDA accounts before March 17th
- ___ Assist with annual USDA report and required documents
- ___ Update local charge and bank accounts after elections
- ___ Keep track of passwords for various online services
- ___ Act as purchasing agent for regular operational supplies (office, cleaning, postage)
- ___ Sit on the Finance Committee
- ___ Other duties as assigned

Experience and Education:

- ~ Working knowledge of QuickBooks
- ~ PC computer and related applications experience
- ~ High School, GED or equivalency
- ~ Must be bondable and provide references as requested

Evaluation of new employees will be within six (6) months from date of employment and annually thereafter.