

CCOA Treasurer Job Description & Procedures  
August 20, 2023, Revisions

The CCOA Treasurer must sign a confidentiality agreement that 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 the 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 within two (2) weeks of assuming the position.
- Create/format/work with Windows, Chrome, Gmail, Microsoft Word, Excel, and PowerPoint documents (including mail labels & converting to PDF)
- Download, scan, file and print documents
- Business-appropriate communication skills and 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 the 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 lien to be filed
- Provide account information, copies of notices sent, and the Open Balance Report for any liens that need to be filed to CCOA's attorney
- Provide closing companies with current balances when requested
- Download monthly bank statements and e-mail them to the accounting firm
- Present quarterly financial statements to the Board; forward them to the office to post on the website.
- Be sure quarterly and annual tax forms are signed
- Verify employee time sheets and email hours to the 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 17<sup>th</sup>
- Assist with the 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 in the following will be given preference:**

- ~ 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 the date of employment and annually thereafter.