**JOB DESCRIPTION**

**Treasurer**

**Silver Beach Improvement Association**

**SBIA Bylaws Direction**

The executive officers of the Association shall consist of a president, vice president, a secretary, who shall be a clerk of the Association, a financial secretary, and a treasurer.

**Accountability**

The Treasurer serves and is accountable to the Executive Officers of the Association.

**Term of Office**

One-year term or until his or her successor is elected.

**Responsibility**

The Treasurer is responsible for serving under the President. The Treasurer has fiduciary duties and a duty of loyalty to the Association. No action taken by the Treasurer may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

**Duties**

In addition to the duties of every Board Member, the Treasurer is responsible for:

* Collect all monies and have care and custody of all funds, valuable papers, and the seal of the Association, and shall have power to endorse, for deposit or collection all notes, checks, drafts, etc., payable to the Association or its order.
* Keep or cause to be kept accurate books of Association accounts which shall be the property of the Association and shall render a statement of the financial affairs of the Association to the board of Directors whenever they may require it.
* At each Annual Meeting the Treasurer shall submit a complete written statement on his or her account as Treasurer for the calendar year last past which last past which calendar year shall end on the last day of December of each year of the life of the Association.
* If required by the Board of Directors, the Treasurer shall give bond for the faithful performance of his or her duties in such form and such sum and with such surety or sureties as the Board of Directors shall require, all at the expense and cost of the Association.
* With input from the Committee Chairs is responsible to produce an annual budget and make recommendations on membership dues.
* On a monthly basis shall reconcile all bank accounts and supply such reconciliations to the Finance Committee.
* Shall install checks and balances with the Committee Chairs for proper handling of cash and checks to avoid any potential misappropriation of funds or the perception of any inappropriate activities.
* Ensure that all required government filings and quarterly/annual taxes are filed on a timely basis in order to maintain the Association’s non-profit status.
* Report at the Annual Meeting of yearly activities.
* Additional duties as required.

**Qualifications**

The Treasurer must have:

* A commitment to, and a clear understanding of the mission of the Association.
* Knowledge of meeting procedures, governance policies and bylaws of the Association.
* Sufficient time to devote to his/her primary duties.
* Clear and methodical record-keeping.
* A basic/intermediate knowledge of accounting practices.