

Mount Kemble Lake Association, Inc.
Treasurer
Job Description

Mount Kemble Lake By-Laws Description:

Article XII, Section 5. Treasurer - The Treasurer shall perform the duties prescribed by Article VII (Collection of Dues and Assessments) and make financial reports as directed by the Board.

Essential Duties (see Treasurer's Handbook for more details):

- Collect Dues and Assessments quarterly
- Apply and collect late payment penalties
- Provide a statement of account to realtors or attorneys for the closing on homes
- Pay all bills as approved by Trustees or other officers
- Maintain files/records of all paid invoices/bills
- Work w/ our accountants to file tax returns for both MKLA and for the Lakeshore Company.
- File W9s for each independent contractor in January.
- Ensure that we have tax ids and proof of workman's comp from each vendor prior to paying any bills (secretary keeps these insurance documents for annual insurance audit)
- Work w/ Members and Board to complete and approve applications for Clubhouse Private Rentals
- Maintain accurate accounts and bank balance for all reserves
- Update Banking signatory records upon change of officers
- Supply Board w/ monthly financial reports
- Close the books for each calendar year and prepare annual reports for Member Meeting
- Prepare budgets annually for Board and Member approval