

Lake Lucerne Club Company
Board of Trustees Job Description

Position: Assistant Treasurer

Qualifications: Must be a lot owner in good standing. Experience with bookkeeping and accounting software is highly desirable. Must have the availability to respond to last minute requests from title companies.

Job Duties:

1. Responsible for the billing and collection of dues as outlined in the Lake Lucerne collections policy.
 - a. Send invoices and late fee notices out to residents (5 mailings per year)
 - b. Process and reconcile collection of dues payments deposited to lockbox, entering payments in QuickBook
2. Providing title companies, upon request, the amount of Lake Lucerne dues to be remitted at the time of title transfer. Note title transfers in QuickBook

The Assistant Treasurer performs approximately 35 hours per month of bookkeeping functions, except during billing and collection periods when hours are increased.

This is a paid position.