

**Position:** Treasurer

**Term:** One Year

**Qualifications:** Must be a lot owner in good standing. Experience in the areas of accounting, accounting software, financial controls, budgeting and financial reporting processes are highly desirable.

**Job Duties:**

From Living in Lake Lucerne, 400 Regulations, Article VI:

“The treasurer shall collect and receive all dues, assessments and other monies due to The Lake Lucerne Club Company. He shall be the custodian of these monies, shall deposit them in a financial institution designated by the Board of Trustees, and shall disperse the same when so authorized by the Board of Trustees. He shall maintain such books and records in accordance with accepted accounting principles and present statements to the Board at its regular meetings and an annual report to the annual member’s meeting. He shall prepare all necessary tax reports. The treasurer may be compensated as set by the Board of Trustees of may retain an assistant whose selection and compensation shall be approved by the Board.”

The Treasurer performs approximately 60 hours per month of bookkeeping functions. This is a paid position.

1. Administrative
  - a. Pick up mail from Chagrin Falls Post Office Box
  - b. Pay bills presented to the Lake Lucerne Club Company
  - c. Reimburse trustees or others for expenses incurred on behalf of the Lake Lucerne Club Company
  - d. Serves as ex-officio member of the Audit Committee; organize & provide documentation to the committee
  - e. Prepares financial report for annual meeting
  - f. Insures that financial controls are in place
2. Dues Management
  - a. Oversees Lake Lucerne dues collection
  - b. Supervises and manages controls of the Assistant Treasurer
  - c. Correspondence with residents regarding dues
  - d. Deposit payments in bank
  - e. Reconcile bank accounts
3. Financial Reporting
  - a. Generates month end reports to the Board

Lake Lucerne Club Company  
Board of Trustees Job Description

4. Manage Taxes
  - a. Files the following:
    - i. Quarterly 941 Federal Tax.
    - ii. Quarterly Unemployment Compensation Report/Tax.
    - iii. Quarterly Ohio Dept. Of Job and Family Services Report.
    - iv. Quarterly Ohio IT 501 Tax.
    - v. Yearly 940 Federal Tax.
    - vi. Yearly 1120-H
    - vii. Yearly Ohio IT 941
    - viii. Yearly 1099.
    - ix. Yearly W2/W3.
5. Budget Management
  - a. Provides support and data to board members as needed to project budget
  - b. Sets up approved budget in accounting software
  - c. Project dues requirements based on approved budget
  - d. Track revenue and expenses against the approved budget
6. Payroll Processing
  - a. Process payroll for lifeguards
7. Attend monthly Board and annual resident meeting, representing the Lake Lucerne finances