

# Treasurer Job Description

- Responsible for all securities, funds, and records of finances which belong to the homeowners' association.
- Responsible for the financial aspect of the association, the duties of the treasurer will be to ensure proper financial records are kept.
- Gathering bills and paying them on time.
- Responsible for creating a proposal for the annual budget
- Preparing the annual financial report each year for the annual meeting.
  - Preparing financial books for annual audit by 2 association members .