

**SURFSIDE HOMEOWNERS ASSOCIATION
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 2015-02-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SURFSIDE HOMEOWNERS
ASSOCIATION, PACIFIC COUNTY, WASHINGTON, RETIRING FINANCIAL
ADMINISTRATOR JOB DESCRIPTION AND REPLACING IT WITH THE
BOOKKEEPER JOB DESCRIPTION (EXHIBIT A)**

WHEREAS, the Surfside Board of Trustees has recently lost the Financial Administrator, and;

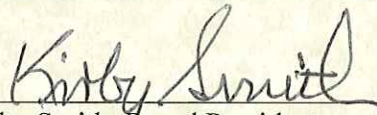
WHEREAS, recommendations were made to the Board of Trustees to retire said job description as it is outdated and needed minor changes to duties, and;

WHEREAS, the Board of Trustees believes the proposed Bookkeeper job description would better fit Surfside's needs, and;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SURFSIDE HOMEOWNERS ASSOCIATION THAT:

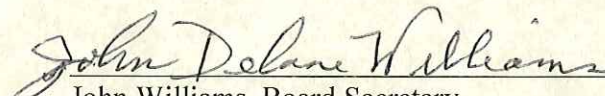
The Financial Administrator Job Description is retired and the Bookkeeper Job Description will replace that Job Description effective immediately.

ADOPTED by the Board of Trustees of the Surfside Homeowners Association, Pacific County, Washington, at its regular meeting held on the 21st day of February, 2015.



Kirby Smith, Board President

Yea: 8



John Williams, Board Secretary

Nay: 1

Motion By: James Flood

Abstain: 0

Second By: Chris Hanson



EXHIBIT A

Homeowners Association

31402 H Street; Ocean Park, WA 98640

(360) 665-4171; (888)815-9446

www.surfsideonline.org

POSITION DESCRIPTION

BOOKKEEPER

CLASSIFICATION: Non-Management

REPORTS TO: Business Manager

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Bookkeeper shall report to and receive direction and guidance from the Business Manager and the Board Treasurer. The Bookkeeper will follow the guidelines set out in the Surfside Homeowners Association Articles of Incorporation, Bylaws, Covenants and Operations Manual in all decisions regarding the operations of the business office or other assigned duties.

BASIC ASSIGNMENT:

Primary responsibility to maintain all financial operations of the Surfside Homeowners Association (except for the responsibilities assigned to the Board Treasurer).

Work in coordination with the Business Manager in the overall financial management and operation of the Surfside Homeowners Association Business Office to ensure all financial controls are in place and maintained.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside Members and Surfside Board of Trustees
- Take direction from supervisor and/or management, both verbally and written
- Effective communication skills
- Positive participation in daily association operations
- Be reliable and trustworthy; good attendance
- Represent SURFSIDE in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of SURFSIDE'S equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties.

JOB POSITION DUTIES:

- Invoice the Surfside members in December of each year for the annual membership dues and assessments pursuant to the current budget mandate, the Articles of Incorporation, Bylaws and covenants.

- Collect all revenues affiliated with SURFSIDE business, deposit per policy and procedures and post to appropriate general ledger accounts.
- Pay all invoices for goods and services rendered to SURFSIDE, with proper authorization.
- Maintain all accounting records pertinent to SURFSIDE'S financial operations. Ledgers for accounts receivable and payroll and reconcile accounts to maintain ledger accuracy and validity.
- Prepare a monthly report of invoices paid and provide copy to the Business Manager for review
- Prepare monthly a written Statement of Revenues and Expenses, with budget comparisons, for presentation to the Board of Trustees as well as the Treasurer's report and any financial motions necessary.
- Maintain a payroll system, in accordance with the Surfside Policies and Procedures and all federal and state standards and mandates and process payroll monthly as well as all monthly & quarterly payroll taxes and pension. Track all employee vacation and sick time.
- Assist the Board Treasurer in investing and safeguarding funds.
- Invoice the past due members as of March 1st and each subsequent month through July.
- Annually in August send intent to lien letters to all past due members and place liens on accounts that are not brought current by September.
- Annually send intent to foreclose letters to all members that have been past due for two (2) years. Send information on all accounts that are not brought current by stated date to the attorney to start the foreclosure process.
- Monthly reconcile all SURFSIDE bank accounts.
- Member of the Audit and Budget Committees.
- Keep current the master membership listing.
- Keep current the RV Storage area spreadsheet.
- Other duties as requested.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Possess advanced knowledge of accounting principles and methods with a minimum five (5) years experience in an accounting/bookkeeping job classification. A College degree in Business Administration (Accounting, Finance) is preferred,
- Demonstrate computer literacy in word processing, databases, spread sheets and accounting programs.
- Must be bondable.

MINIMUM PAY RATE: \$18.00

MAXIMUM PAY RATE: \$24.00