

Presented 5/6/2108

**ADMINISTRATIVE ASSISTANT to the BOARD**

**INTRODUCTION:** The part time position is designed to complement the Board operations and to be of assistance to community members. General responsibilities range from maintaining an organized office (digital and paper); interacting with members, vendors and contractors; posting and holding office hours (TBD) although some may be completed remotely. The person must be organized, efficient, and have working knowledge of business practices. The person needs to be a good communicator and problem-solver. The Board may alter responsibilities as needed. Position is supervised by the V-pres.

**REQUIRED SKILLS:** Proficient in office-based computer skills such as word-processing, scanning, and all written correspondence and verbal communication. Must maintain current and archived digital records of all community business and have them accessible to Board members and community. Must maintain financial records on QuickBooks software.

**RESPONSIBILITIES:** Maintain website; pay bills and taxes; document and deposit monies received(dues, fines, fund raisers); prepare financial statement for accountant review; receive, respond, and forward to appropriate parties all types of incoming communication; back up computer content; maintain accurate and current files on all homeowners/renters; compose and send letters as needed; prepare court documents for magistrate; appear in court as needed; prepare documents for liens and record these at Courthouse; prepare documents and follow up for Sheriff Sale; maintain and organize all forms of correspondence.

**MISC:** Salaried position. Advertise, interview, select. Board member or not a Board member

**4/30/18**

