



Oak View Estates Homeowners Association

Job Description: Treasurer

Position Summary

The Treasurer manages all financial affairs of the Association, ensuring accurate handling of dues, assessments, and expenditures while maintaining transparency for all Members.

Term of Office

One (1) year, beginning the first day of the fiscal year following the September Annual Meeting. May serve no more than two (2) consecutive terms in the same office (Bylaws Article VII, Section 1).

Eligibility

Must be a Member in good standing (dues paid in full).
Must own property or reside in the subdivision.

Key Responsibilities (per Bylaws Article VII, Section 2(d))

Receive all dues, fees, and funds belonging to the Association and issue receipts.
Deposit all funds in a Parker County bank within three working days of receipt.
Draw and sign all checks (countersigned by the President or Vice President).
Maintain full and accurate records of all financial transactions.
Render a complete financial report at the Annual Meeting and more often if requested by the President or Board.
Prepare and file all required state and federal tax returns or information returns.

Additional Duties

Manage the dedicated common-area maintenance assessment account.
Work with the Audit Committee on annual financial reviews.
Ensure compliance with Texas Property Code Chapter 209 financial transparency rules.

Time Commitment

Quarterly Board meetings + two annual membership meetings.
Additional time for deposits, record-keeping, and reports (estimated 4–8 hours per month on average).

Compensation

Volunteer position – no salary.
Reimbursement of approved out-of-pocket expenses up to \$50 every three months (Bylaws Article VI, Section 2(e)).

Accountability

Elected by and serves at the pleasure of the membership. Reports to the Board of Directors and is ultimately accountable to the Members in good standing.