Book keeping responsibilities for VCARMC

1: Knowledge of Quick books
2: Keep owners profiles updated
3: Produce annual Invoices for the 130 owners.
   1st Invoice go's out early Nov., 2nd notice go's out early Jan. and 3rd & final notice go's out end of March.
4: Reconcile monthly bank statements and run reports for board.
5: Attend 4 quarterly board meeting Via Zoom Plus annual meeting in person
6: Escrow – Respond to any request from escrow about property sells.
   Send them the information on the property in question, Update owner's profile after sale of property
7: Keep track of email list and mailing addresses for owners without emails
8: Cut checks to vendors, Landscaper 4 times a year, Insurance once a year & a few other checks through the year.

Treasurers Responsibilities for VCARMC

1: Oversee Book Keeper.
2: Work with Attorney on Liens.
3: File Federal 1120 annual federal tax form.
4: File Hawaii Reg. Div. Commerce & Consumer Affairs applicant, Annually.
5: Renew Insurance Policy with Insurance agent, Annually.
6; Print envelopes for all mailings that.