



JVOA Position Description:

Chief Financial Officer

Role and Responsibilities

The Chief Financial Officer (CFO) shall receive and deposit in an appropriate bank account all monies of the association, shall disburse funds at the direction of the Board, and shall co-sign all checks and promissory notes of the association. The CFO is responsible for viewing monthly and yearly financial statements, creating annual budgets, and overseeing reserve studies and audits. The CFO shall exercise powers and discharge duties at the direction of the Board.

Term of Office

The Chief Financial Officer of the association may be a Board Director or may be appointed by the Board as a non-voting officer. The CFO holds the position for the term of one year. Each year, after Board elections are held, the new Board determines who will hold which position for the following year.

Specific Responsibilities

- Respond to communications from community members
- Co-sign all checks in conjunction with the President
- Review monthly financial statements and report the results to the Board
- Schedule and oversee reserve studies
- Perform other duties as assigned by the Board

Desired Skills

- Excellent communication skills, both written and oral
- Able to understand detailed financial reports
- Highly organized
- Customer service-oriented
- Committed to the best interests of the community as a whole
- Calm judgement
- Computer skills: Microsoft Excel, Word, e-mail, scanning documents, and texting.