



Coast Village Property Owners Corporation

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February 28, 2013

The CVPOC Board of Directors has received the attached Office Manager Job Description from the Personnel Committee. A decision is needed to accept or reject this document.

	ACCEPT	REJECT
Jodi Hawkins	<i>Jodi Hawkins</i>	ACCEPT
Diana Glasgow	<i>Diana Glasgow</i>	ACCEPT
Susan Dukes	<i>Susan Dukes</i>	Accept
Chuck Dunlap	<i>Chuck Dunlap</i>	Accept
Pat Rongey	<i>Pat Rongey</i>	Accept

This decision is made in accordance with Bylaws 5:3 (ACTION WITHOUT THE MEETING OF THE DIRECTORS) and will be reported to the membership at the next Board Meeting.

COAST VILLAGE PROPERTY OWNERS CORPORATION
OFFICE MANAGER JOB DESCRIPTION

TITLE: Office Manager

RESPONSIBLE TO: President and Treasurer of CVPOC Board

HOURS OF WORK: Up to 40 hours per week

GENERAL OFFICE PROCEDURE:

- Deal with the public in a kind and courteous manner.
- Follow good office procedure and use common sense.
- Report any problems to the President on a daily basis.
- Communicate regularly with and respond appropriately and courteously to requests made by Board, Coast Village owners and co-workers, etc.
- Be familiar with CVPOC committee and Board structure, CC&R's, ByLaws, Rules & Regulations, Policies & Procedures.
- Attend Board work sessions and be familiar with all Board decisions and actions.
- Maintain good working relationships with community professionals, vendors, etc on behalf of Coast Village.
- Communicate regularly with Maintenance Supervisor to assure information regarding CV needs is shared between office and maintenance.
- No financial information is to be given out to the general public. Refer them to the Treasurer or President. Owners are entitled to the latest financial statements, which are available to owners on the website or with Treasurer's approval can be printed out and given to them.
- No major office equipment purchases or repairs are to be completed without prior authorization by the Treasurer/Finance Committee and/or Board of Directors.
- Very Important! Remember all CVPOC business is confidential, not to be discussed in public or outside the office.

RESPONSIBLE FOR THE FOLLOWING DUTIES:

- Organize and maintain filing system of all CVPOC paperwork.
- Receive, read and sort mail and email, distributing as appropriate.
- Answer and keep written record of phone calls, including those on answering machine.
- Keep CVPOC office open at least 4 hours per day.
- Assist CVPOC owners and renters when they have requests or questions and refer them to appropriate Board member, staff or Committee Chair when necessary.
- Prepare and post Board meeting notices and agendas and annual membership meeting notice and agenda with assistance and signed approval of President.
- Publish monthly draft Board meeting minutes in Newsletter. Post approved Board meeting minutes on website and file signed copy in permanent archive binder.
- Compile monthly newsletter with assistance of Communications Committee and the Board, post on the website and file a copy in the appropriate permanent archive binder.
- Assist Elections Committee with election procedures and mailings.
- Assist in maintaining CVPOC website by posting agendas, minutes, notices, documents, newsletter, etc and any changes to Committees or the Board.
- Create and print CVPOC Directory and update regularly.
- Backup QuickBooks files weekly. Backup other office files monthly on thumb drive.
- Maintain accounts receivable on QuickBooks: collect monies, accurately post owner accounts relating to dues, assessments, electrical billings, fines, late fees, interest on late payments, and the payments received on account, etc.
- Prepare and deposit cash receipts and record accurately into QuickBooks.
- Prepare and mail or email monthly statements, including the newsletter with the minutes of the Board meetings. (Minutes of Executive meetings are not to be included.)

- Keep track of delinquent accounts, provide Collections Subcommittee with Accounts Receivable Summary reports on an as-needed basis and send collection notices as requested by Collections Subcommittee. Refer late accounts to Vial Fotheringham for collections as directed by Collections Committee and Treasurer.
- Maintain accounts payable on QuickBooks: receive and file invoices and receipts, have Maintenance Supervisor review invoices and sign payment approval, accurately post vendor invoices, match receipts, POs and invoices to statements, prepare checks in a timely manner, obtain signatures and mail bill payment checks. All expenditures must be backed up by documentation.
- Keep petty cash records and maintain a total of \$75 cash available as needed.
- Transfer funds between accounts, but only as directed by the Board.
- Prepare payroll monthly timesheets for employees using their timecards, obtain Treasurer and Maintenance Supervisor signatures, and post to QuickBooks. Prepare and print payroll checks on 1st of month (or as close thereto as possible). Organize checks with back-up reports for Board officers to sign and distribute to employees.
- Track employee paid time off (PTO) and prepare Excel spreadsheet of this data for preparation of monthly adjusting journal entry.
- Calculate and make monthly federal and state payroll tax deposits using phone-in systems, in a timely and accurate manner.
- Maintain payroll files.
- Prepare quarterly and annual payroll tax returns and make any final tax payments in a timely and accurate manner. Obtain Treasurer's signature for filing.
- Print out documentation for Treasurer's use in calculating monthly adjusting journal entries.
- Assist in preparation of monthly Treasurer's report for Board books and print out finished financial statements for Board meetings under Treasurer's direction, for posting on website and saving in permanent binder.

Draft prepared by Treasurer, Diana Glasgow 2/22/2013

Date Approved by CVPOC:

MARCH 1, 2013

CVPOC Representative and Title:

[Signature]

Date Printed:

2/28/2013

Date Amended: