

## **Boxwood Green Board of Directors Position Description**

### The Assistant Treasurer

- is a position that is hired or appointed by the Board of Directors and reports directly to the Treasurer.
- records all financial transactions in accordance with the Internal Control Policy approved by the Board of Directors.
- prepares monthly and annual financial reports of the Association's Financial dealings and conditions.
- records all investments in accordance with Board policy and authorization.
- develops a proposed annual budget and Reserve Study for the review of the Treasurer and Finance Committee.

Approved 12/02/2021

Reviewed 3/10/2022

Revised and Approved by the Board of Directors December 2, 2021