



# KENTUCKY HOUSING ASSOCIATION, INC.

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## KHA and KHA Outreach, Inc. Assistant to the Treasurer

### Duties and Responsibilities

January 25, 2017

In order to maintain a smooth process for bill payment and financial records management the Kentucky Housing Association will contract the services for an Assistant to the Treasurer. The Treasurer, an elected position of the KHA Executive Board, will remain the signer along with the KHA President and will be responsible to assure all payments are properly documented and appropriate.

The following is a list of duties and responsibilities:

1. Process invoices for payment
  - a. Receive invoice for payment
  - b. Assure appropriate approval documentation included and/or completed Request for Payment is also received
  - c. Issue check and forward to KHA Treasurer along with supporting documentation for signatures
2. Update General Ledger monthly
3. Under the direction of the KHA Treasurer create the annual Budget, and modify as approved by Executive Committee for distribution
4. Prepare Monthly financial statements for distribution (Income Statement & Balance Sheet)
5. Annually coordinate renewal of insurance for directors' and officers' liability and crime bond
6. Complete credit applications as required by hotels and vendors (and forward to KHA Treasurer for signature)
7. Make all deposits as required. Notify appropriate committee as deposits are received.
8. Prepare and distribute 1099's to vendors by January 31 of each year. Submit 1099's to IRS by Feb. 28 of each year.
9. Serve as ex-officio member of budget committee.
10. Attend KHA Conferences/Workshops and meetings each year to write checks as needed.
11. Annually work with auditor to insure tax returns are submitted for both KHA and KHA Outreach, Inc. as required. Review rough draft and forward to Treasurer for required approvals for submission
12. Annually work with auditor selected by President and Executive Committee to complete audit of records. Submit audit reports for both KHA and KHA Outreach, Inc. to Executive Committee for review and approval.
13. Maintain files of KHA, Inc. and KHA Outreach, Inc. for as long as is required as specified by the auditor, IRS, or Treasurer.