



Eagle Heights

Neighborhood Association

Vacancy Announcement

Treasurer

Eagle Heights Neighborhood Association is a 100% volunteer organization. Without the time and effort of individuals, like you, we would not exist. Are you able to help make a difference in our community by helping us to promote, organize, and implement activities for our neighborhood?

Eagle Heights Neighborhood Association is seeking to fill the vacant position of Treasurer. The position is posted outside the general election cycle due to a resignation and will be appointed until the next election in June 2021.

To be considered for the Treasurer position and future opportunities, please submit a letter of interest (no more than one page) by July 30, 2020. Please include a list of your relevant experience(s) and attributes. Send this letter as a Word document via email to info@eagle-heights.us.

Duties of the Treasurer (including but not limited to):

- Attend Board Meetings
- Communicate with Board Members via email
- Manage Association funds and tax documents (using spreadsheets as appropriate)
- Provide financial reports to the Board
- Make authorized disbursements of the funds as directed by the Board