

The Myrtle Trace Homeowners Association is seeking candidates for the position of Accounts Payable Contractor. Any Myrtle Trace homeowner interested in the Accounts Payable Contractor position is encouraged to submit an application. A summary of relevant experience as well as personal references should be included in the application. A description of the responsibilities for this position is published in this issue of the News & Views. The job description has also been posted on our website: www.myrtletracesc.org and on the Clubhouse Bulletin Board. Applications should be submitted to Bob Ebling, 121 Laurelwood Lane, no later than Friday, July 19, 2024.

The Myrtle Trace Homeowners Association will receive applications from interested persons to provide, as an independent contractor, Accounts Payable services. The Accounts Payable Contractor selected shall receive compensation of \$2,760.00 per year for their services. Said amount shall be paid in equal monthly installments of \$230.00 on the first of each month.

Duties of the Accounts Payable Contractor include, but are not limited to, the following:

- Maintain Association financial records in a manner normally associated with generally accepted accounting principles. All records will be backed-up in a manner mutually agreed upon by the Association and Accounts Payable.
- After obtaining the necessary signed approvals for all bills, submit prepared checks (with supporting documentation) to Board members for signature. After final approval, pay bills in a timely manner according to the practice established by the Board of Directors.
- Accounts Payable shall be alert to deaths occurring in the community and shall prepare and send a check for a memorial donation to the organization chosen by the family of the deceased Association member.
- Provide the Contract Administrator with monthly records.
- Accounts payable shall be bonded in an amount determined by the Board of Directors.
- All records shall be computerized.
- Accounts Payable shall be responsible for a petty cash fund to be maintained at one hundred (\$100) dollars cash to effect payment or reimbursement for small purchases or deliveries.
- Accounts Payable will provide orientation, training, and relevant updating relative to the responsibilities under this contract to an individual(s) designated by the Board of Directors.
- Any other reasonable duties to be agreed upon by the Board of Directors for the Association and Accounts Payable.
- Accounts Payable represents and acknowledges that they are an independent contractor and not an employee of the Association.
- Accounts Payable shall provide, at their own expense and on their own premises, the necessary equipment, software and supplies for the performance of the agreed services. Check forms are provided by the Association.

The agreement can be terminated, without cause, upon thirty (30) days written notice by either party.