

# **Higgins Lake Utilities Authority**

## **Administrative Responsibilities**

Bill, collect, and deposit quarterly OM&R Fees on BS&A billing software. Respond to any correspondence from users in regard to billing and invoicing questions or name/address changes.

Using QuickBooks Pro:

- Develop and maintain the HLUA's annual budget(s) in conjunction with the Board.
- Prepare checks for Board signatures, a listing of accounts payable for review and approval by the Board, and mail payments once approved by Board.
- Prepare monthly treasurer's reports for Board approval.
- Perform the fund accounting tasks as required on fund accounting software.

Coordinate SRF Loan disbursement requests for both townships.

Work with Auditor to complete Annual Audited Financial Statement.

Prepare monthly and special meeting agendas with input from the Board. Create and send Board Packet to board members.

Manage and respond to correspondence of any kind i.e. telephone calls, e-mails, and regular mail in accordance with Board policy and directives.

Maintain a calendar of import dates.