MANAGER OF FINANCIAL SERVICES

This key management position is accountable for the administrative, financial and risk management operations of Cultus Lake Park, to include the development of a financial and operational strategy, and for the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Principle accountabilities are:

Planning

1. Assist in formulating Cultus Lake Park's future direction and supporting tactical initiatives
2. Monitor and direct the implementation of strategic business plans
3. Develop financial, tax and revenue strategies
4. Manage the capital budget and lead the budgeting processes
5. Develop performance measures that support Cultus Lake Park's strategic direction

Operations

1. Participate in key decisions as a member of the executive management team
2. Maintain in-depth relations with all members of the management team
3. Manage the accounting, investor relations, tax, and treasury for the community
4. Oversee the financial operations of departments
5. Oversee Cultus Lake Park's transaction processing systems
6. Implement operational best practices
7. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
8. Supervise acquisition due diligence and assist and/or negotiate acquisitions via RFPs

Financial Information

1. Oversee the issuance of financial information
2. Personally review, each month, specific asset, liability, revenue, expense, capital purchases and reserve accounts
3. Report financial results to the Board via monthly snapshots beginning in April and ending in October each year
4. Provide descriptive trial balances to members of the Board for the June and September month ends

Risk Management

1. Understand and mitigate key elements of Cultus Lake Park's risk profile
2. Monitor all open legal issues involving Cultus Lake Park, and legal issues affecting the industry
3. Construct and monitor reliable control systems
4. Maintain appropriate insurance coverage
5. Ensure that Cultus Lake Park complies with all legal and regulatory requirements
6. Ensure that record keeping meets the requirements of auditors and government agencies
7. Report risk issues to the CAO
8. Maintain relations with external auditors and investigate their findings and recommendations

Funding

1. Monitor all cash balances and cash forecasts
2. Conduct monthly bank reconciliations to ensure that all monies belonging to Cultus Lake have been accurately accounted for
3. Invest funds to support the reserve account balances or to optimize interest income

Third Parties

1. Participate in conference calls as required
2. Maintain excellent banking relationships
3. Represent Cultus Lake Park at bi-monthly board meetings as required