

Job Title: Lake Forest Estates Community Association (LFECA) Office Manager

Type of Position: Part-time/Permanent

Description of Work: Performs administrative, accounting, and support work for the Lake Forest Estates Community Association

Supervision Received: Works under the general direction of the Community Manager

Typical duties performed:

- Maintains LFECA financial and accounting records, utilizing Quickbooks software for invoicing, bill payment, payment receiving, reporting purposes and payroll functions. This includes the following tasks--
 - maintain property owner records, including creating accounts for new owners, deactivating old accounts upon sale of property, and updating contact information
 - create invoices and record receipts for assessments, hall rentals, boat slip rentals, reserved parking spots, boat shed assessments, building deposits, stickers and any other transactions involving receivables or the collection of money
 - code and record accounts payable invoices and security deposit refunds, prepare checks for signatures, and identify items requiring board approval
 - answer questions and respond to complaints and discrepancies with invoices or payables
 - perform all payroll functions, which includes gathering completed tax forms from new employees, preparing payroll checks and/or direct deposits, and filing Federal withholding deposits electronically
 - prepare Federal and State tax documents on a monthly, quarterly, and annual basis, including preparation of 1099s and W2s
 - initiate and record money transfers between bank accounts as required for adequate cash flow
 - make bank deposits on a regular basis and reconcile bank accounts monthly

- perform monthly close of financial statements, prepare journal entries, and submit financial statements and bank statements to LFECA treasurer for review
 - perform year-end review and closing of accounts
 - work with the LFECA Treasurer, as necessary, and input annual budget numbers
- Notify owners of past due assessments, file/remove liens at the County Courthouse, communicate with the LFECA attorney for letters of collection
 - Answer questions regarding permit application process, maintain records for permits issued, and collect insurance certificates, as necessary
 - Issue annual stickers for autos, boats, ATV/golf carts, water toys and trailers, maintain database by owner of registered stickers and review title/insurance documents, as required
 - Maintain the calendar of hall reservations and answer questions from renters
 - Receive requests, complaints, and information from the public or property owners and either handle or transmit to the LFECA Community Manager or the LFECA board, as necessary
 - Work with Accounting Firm personnel when bookkeeping questions arise and for annual audit or review. This includes providing balance reconciliation for liability accounts, answering questions, providing proof of expenditures, and recording adjusting journal entries made by the accounting firm on our behalf
 - Prepare Board packets for monthly board meetings and record meeting minutes of all proceedings and maintain accurate and complete records of all actions
 - Mail statements, invoices, and checks on a timely basis
 - Makes photocopies and files as needed
 - Performs other duties as apparent or as delegated

Knowledge, Skills and Abilities

- Knowledge of accounting, billing practices and procedures
- Knowledge of Quickbooks a plus
- Knowledge of payroll practices and procedures
- Ability to prepare financial reports

- Ability to type and enter information into an automated system with speed and accuracy, and maintain accurate records
- Knowledge of modern office practices, procedures and equipment including operating of a personal computer and copier/scanner
- Ability to communicate effectively with the LFECA Community Manager, the Board of Directors, and the public
- Ability to prioritize work and good problem-solving skills a must

Minimum Qualifications

Three years of general ledger accounting and/or bookkeeping experience. An Associate Degree in business or accounting with a minimum of 30 college credits in accounting or booking can substitute for one year of above experience; a bachelor's degree in same can substitute for two years of above experience. Extensive proven experience of general ledger accounting may waive degree requirements.

Americans with Disabilities Specifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Functions of this job. Reasonable Accommodations may be available to enable individuals with disabilities to perform the Essential Functions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT OF THE JOB BASED ON ESSENTIAL FUNCTIONS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use his/her hands, reach with hands and arms, climb stairs/ladders; balance; stoop, kneel, talk or hear. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus. Hearing capacity required to maximize ability to understand all verbal communication and react accordingly.

Compensation / Work week

Both compensation and work week will be negotiated based upon skills and experience. It is estimated to be 24 hours per week at this time.

Note: Please send resume or letter of interest to the Lake Forest Estates office at lakeforest63670@gmail.com for consideration purposes.