



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

Job Announcement

ACCOUNTING DIRECTOR

Salary commensurate with experience.
Relocation expenses not included.

Sun City Anthem (www.sca-hoa.org) has an immediate job opening for an Accounting Director.

Community Profile

Sun City Anthem is a 55+ retirement community located in Henderson, Nevada. SCA is the state's second largest Homeowner's Association. The beautiful and expansive community covers 3,500 acres with 7,144 homes and is a Top 10, luxury active-adult community in America. SCA has about 12,500 residents.

Amenities and facilities include three clubhouses with 130,000 square feet of indoor recreational area, three indoor swimming pools, two outdoor pools, tennis courts, pickleball, bocce, 300 seat theatre, fitness centers, a privately owned and operated day spa, catering, and a grand ballroom.

The community is governed by a seven-member, volunteer Board of Directors which typically serve two-year terms. The annual budget is approximately \$10 million and reserves total \$14 million. The primary assessment is \$1,210 per rooftop per year, billed quarterly. Sub assessments also apply to some units.

SCA has 50+ chartered resident social clubs, a Community Patrol, a Neighborhood Watch, and an Emergency Preparedness Service Group. It operates its own television station. Although intertwined through our neighborhoods, the scenic 36-hole Revere golf course is independently owned and not a part of the Association.

Position Overview

The Accounting Director reports to the Chief Operating Officer and closely works with SCA's Board. The Accounting Director is responsible for:

- Managing a ten-person staff: Human Resources & Payroll, A/P, A/R, IT, and Membership office.
- Preparation of monthly and annual financial statements for six operating funds and six reserve funds.



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- The accounting for non-traditional HOA activities like activities (shows and bus trips), a community magazine, fitness classes, & social clubs.
- Provide basic project management information for approximately \$3 million/year of reserve project spending.
- Maintain a fixed asset inventory for both tax and reserve fund purposes.
- Assist in preparation of the bi-annual Reserve Study. Annually review reserve study for unanticipated events and funding requirements.
- Work with SCA's Treasurer, volunteer Finance Committee, and COO to prepare the annual budget.
- Work with the independent auditor and volunteer audit committee on the annual income tax return and GAAP audit.
- Insurance
- Processing of fines, delinquent accounts and overseeing collections.

Essential Duties and Responsibilities include the following:

- Assist in preparation of the Association's Policies and Procedures Manual.
- Documenting and ensuring compliance with internal control procedures.
- Ensure that all support and services are conducted and fulfilled in a manner consistent with the standards, goals, and objectives of the Treasurer, Chief Operating Officer, and Sun City Anthem Community Association.
- Monitor all departments for compliance with Accounting Policies and Procedures.
- Monitor internal control procedures and recommend system changes where necessary.
- Provide accounting support to operators of software systems.
- Reconcile A/R and A/P ledgers and deferred revenue schedules.
- Maintain and reconcile all general ledger accounts and other schedules in a timely manner.
- Prepare and post month-end standard and adjusting journal entries.
- Coordinate supply inventory control for all departments. Oversee physical counts and reconcile to the general ledger.
- Perform annual tax planning. Identify and report potential issues to the Board and COO.
- Assist in overseeing the SCA's IT needs.
- Attend all committee meetings and Board meetings as directed, providing requested reports and presentations as required.
- Work with collection agencies on delinquent accounts over 60 days, providing information necessary for lien or foreclosure.
- Work with escrow companies to provide home sales documentation.
- Reconcile approximately 20+ bank accounts.
- Work with each of the 50+ social Club Treasurers as needed.



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- Custodian of accounting safe and petty cash.
- Perform other duties and projects as required by the COO.
- Maintain organized storage of accounting records.

Education

- College degree in finance, accounting, or business administration.
- 10+ years of experience.
- CPA or MBA preferred but not required.

Knowledge, Skills and Abilities

- Solid understanding of accounting principles, fair credit practices and collection Regulations.
- Ability to differentiate GAAP, NRS 116 (state law) and IRS rules in applying accounting principles and recommending policies.
- Strong knowledge in HOA reserve studies.
- Strong knowledge and ability in software applications including Word & Excel. Knowledge of Access a plus.
- Homeowner Association experience preferred but not required.
- JONAS or VMS HOA software experience preferred but not required.
- Proven ability to calculate, post and manage account figures and financial records.
- High degree of accuracy and attention to detail.
- Has strong interpersonal and customer service skills.
- Possess above-average math skills.
- Able to multi-task, prioritize job tasks, and work efficiently.
- Able to effectively present information and respond to questions from co-workers, residents, and customers.
- Good verbal and written communication skills.
- Able to work constructively and cheerfully in an environment that may be stressful due to adversarial situations resulting from the performance of the department's mission.
- Complies with all Company Policies and Procedures and safety guidelines.
- Able to use the utmost discretion regarding sensitive department or company information.
- May be required to participate in more than one assignment at a time with frequent interruptions, changes, and delays. Has the ability to remain focused and work effectively, efficiently, and positively under such circumstances.



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Benefits

SCA offers a competitive benefit package including Medical, Dental, Vision, 401(k) plan, paid vacation, sick pay, and paid holidays.

To Apply

Sun City Anthem
2450 Hampton Rd
Henderson, NV 89052

<https://SCACAI.easyapply.co>

NO PHONE CALLS
EOE DFWP