

Job Announcement – Company Confidential

Accounts Receivable Accounting Specialist

Full-Time/Hourly - \$17 to \$20 per hour depending on experience

The Accounts Receivable Accounting Specialist shall be responsible for maintaining all items flowing in and out of the Account Receivable System. This shall include the primary responsibility for the maintenance of all charge types on owner accounts, the processing of quarterly recurring charges, the processing of quarterly assessment charges, daily processing manual and lockbox cash receipts, the maintenance of the ACH Program, collections and turnovers, posting of fines from Compliance, and Title Company Inquiries. Adjustment requests, both debit and credit, shall be the primary responsibility of this position following authorization policy.

The Accounts Receivable Accounting Specialist shall be responsible for preparing the Accounts Receivable related deposits and or the check scanning of accounts receivable items for direct posting to homeowner accounts. This position is also responsible for monthly processing of resident statements through a 3rd party mailing house.

The Accounts Receivable Accounting Specialist shall be crossed trained in other accounting an HOA functions as needed, including but not limited to Re-Sale and Demand Package requests using Condo-Certs.

SKILL AND ABILITY REQUIREMENTS

- Must be detail oriented and have the ability to multi-task
- Basic math skills
- Must be able to speak in a clear and understandable voice so that communication may be conducted with people of various levels of education and capabilities (bilingual in Spanish helpful)
- Must have excellent telephone communication skills
- Must have basic working knowledge of computer and other office equipment, i.e. fax, multi-lined phone system, walkie-talkie and copier
- Must be able to interact with all types of individuals, be mentally alert, detail oriented and have good reasoning skills
- Skilled in maintaining an efficient cheerful and professional attitude while dealing with people in volatile and sensitive situations
- Skill in the use of a variety of computer software programs. At a minimum, must be skilled in the use of Word for Windows, internet search functions, and e-mail.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include; but are not limited to the following:

- Maintain the Owner Account information
- Process Move-In and Move-Out paperwork
- Establish charge codes for each account
- Maintain ACH enrollment and cancellation information
- Process Daily Lockbox of incoming owner receipts
- Process and scan daily manual deposits, lockbox and general
- Process posting of fines from the Compliance Department
- Generate all Owner Account Letters as required by our Governing Documents
- Responsible for the turnover of accounts to collections
- Prepare Credit/Debit adjustment vouchers for approval
- Enter Debit/Credit Account Adjustments once approved
- Work with escrow companies to provide member information on re-sales
- Cross train and preform the accounts payable function as directed
- Perform other duties and projects as required by the CFO and/or COO.

PHYSICAL REQUIREMENTS

- Must have manual dexterity required for use of typing, writing, answering phone and other basic fitness center operations
- Ability to utilize necessary equipment such as computer, telephone, POS system, copier, printer, scanner and fax
- Ability to walk inside, outside and upstairs without assistance
- Agility to quickly respond to emergency situations throughout the facility
- Ability to sit, stand, stoop, kneel, push, shove, lift, carry and move objects that can weigh up to 25 pounds
- Ability to exchange and receive information through oral communications and to make discriminations in sound. Ability to see well enough to read faint or partially obscured writing or printing with or without corrective lenses

WORKING CONDITIONS

- Work is performed indoors in a climate-controlled environment

EQUIPMENT USED

Computer, printer, mouse, copier, fax, scanner, POS system, scanner, cash register, multi-line telephone/voice mail, 10 key adding machine and VMS Software

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- Homeowner Association experience preferred
- Knowledge of VMS Software a plus
- Knowledge of Resale & Demand Packages a plus
- Accounts Receivable experience

- College degree in finance, accounting and business administration, preferred
- Knowledge of general accounting principles
- Hands-on experience in operating spreadsheets and accounting software
- Solid understanding of advanced accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage account figures and financial records
- High degree of accuracy and attention to detail
- Strong knowledge and ability in software applications including word, excel etc.
- 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.

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

COMPANY FUNDS - This position has access to company funds

CONFIDENTIAL INFORMATION – This position has access to confidential information

TO APPLY:

Please submit your resume to lvhoajobs@gmail.com.

EOE, DFWP