

Position: Office Manager/Bookkeeper

Job Description:

Full time office manager/bookkeeper - managing the books for 30+ Homeowner Associations, managing/maintaining owner accounts and correspondence to them, answering phones and managing the operating needs of the local office. Handle numerous owner calls and accounts.

Work Days: Monday thru Friday
Work Hours: (40 hrs/wk) 9 a.m. to 5 p.m.
Vacation Hours: 15 Days
Floating Holidays: 3 Days
Select Paid Holidays: 7 Days
Paydays: 15th and the last day of the month

Requirements:

QuickBooks

- Must manage the ins and outs of daily transactions, including:
 1. Accounts Receivables and Payables
 - a. Receiving Customer Payments
 - b. Recording Bank Deposits
 - c. Writing checks to pay bills
 - d. Recording electronic payments in bank register
 2. Setting Up New Customers/Vendors
- Must be able to:
 1. Run/Understand monthly financial reports including Profit & Loss, Balance Sheet, A/R Aging
 2. Set up/Maintain monthly and/or quarterly Reserve transactions and insurance transactions.
 3. Create/Edit General Journal Entries
 4. Reconcile Bank Accounts

Organization

- Must be an organized person to keep and track the continuing flow of monthly transactions in a timely manner including (but not exclusive to):
 1. Weekly Accounts Payables and Receivables
 2. Monthly Reserve Transfers
 3. Monthly HOA Billing
 4. Assessing Late Fees/Finance Charges
 5. Financial Uploads to AM Site
 6. Filing

Skills

- Must be a self-starter; and flexible enough to work with the changing demands of the business.
- Must be comfortable with a PC computer and be able to navigate the internet.
- Must be good with people and be able to manage conversations with owners, co-workers, vendors, management, etc.
- Must be able to learn on the job quickly and pitch in where needed
- Must be a team player. Ability to think outside the box is a plus.
- Must be able to work alone without direction/supervision if needed.
- Must be able to multitask.

Software Programs expertise needed

- QuickBooks Desktop Pro
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

REPLY TO seabreezemgt@gmail.com