

BOOKKEEPER- Glendale Yearround Property Owners Association (POA) has an opening for a **part-time Bookkeeper position**. Job Type: Part-time – 24 -29 hours a week Job Summary: Part-time position hours are: Monday, Wednesday & Friday from 8:00 am to 4:00 pm. Experience with Sage 50 Accounting, Microsoft Office and basic computer knowledge a plus. The chosen candidate must be able to work independently after their training and/or 90 day trial period. Must have a background check and pass a drug test before starting.

The Glendale Yearround POA Bookkeeper's duties include but are not limited to:

- Process all accounts receivable and accounts payable transactions, including coding, invoices and payments
- Accounts Receivable collections
- Payroll processing
- Day-to-day management of accounting & payroll
- Run reports and complete online payment of payroll taxes
- Yearly Audit & tax partner collaboration
- Banking • Performs data entry and filing tasks
- Answer and/or make phone calls
- Manage all office files and program files to include paper and electronic
- Maintain office equipment
- Open and answer mail/email
- Compose and type routine correspondence
- Prepare outgoing mail and packages, including email and faxes
- Maintain POA Database (RAK)
- Set up and review reports as needed
- Maintain a strong code of ethics and high degree of confidentiality of information about all company, associate, community, legal and all other information

Qualifications:

- Must have proficient bookkeeping skills
- Must be detail oriented
- Must have basic ability to use office equipment such as computer, scanner, etc.
- High school diploma or equivalent
- Proven administrative experience
- Strong written and verbal communication skills
- Excellent time-management skills and multitasking ability
- Must ensure all daily, weekly, bi-monthly, monthly, quarterly and annual duties are completed on time
- Aptitude for learning new software and systems
- Prefer some experience in Excel and Word

GLENDALE YEARROUND POA BOOKKEEPER

Pay Rate: Starting wage will be \$14-\$16 per hour based on experience with a \$1.00 per hr. raise after the 90 day trial period. Yearly raises approved by the board and manager based on performance.

Benefits:

- Somewhat of a flexible schedule
- Six (6) paid holidays
- Vacation after one year of employment
- Direct Deposit