

## **Bookkeeper/ Accounting - Lake Lorelei Property Owners Association**

Lake Lorelei Property Owners Association is a private gated community spanning 1118.5 acres, 197 of which are lake waters, with over 820 members, 650 homes, and 22 miles of roads.

### **Job Requirements**

- Accounting Degree/ Certifications preferred, but not required.
- Must be well versed working with accounting software.
- 3+ years of experience performing accounting functions, including accounts payable, accounts receivable, payroll, financial statements preparation.
- Proficiency with Excel, Word, and QuickBooks.
- Excellent analytical and organizational skills.
- Strong attention to detail.
- Strong communication and customer service skills.
- Must have a minimum of 20 hrs/wk availability.

### **Job Function/ Responsibilities**

- Setting up Vendor & Customer Profiles
- Creating Sales Receipts
- Creating Invoices & Receiving Payments
- Recording Deposits
- Creating Bills & Bill Payments
- Understanding Vendor Credits & Customer Credit Memos
- Understanding the ITEMS LIST
- Understanding CLASSES in QB
- Managing 10 – 15 Bank Accounts in QB
- Daily Multi-Tasking due to high volume of Activity
- Exposure to Bank Account Reconciliations
- Running Basic Reports – P&L and Balance Sheet
- Basic Knowledge in Excel / Microsoft Word
- On site work only- no remote positions available.

Hourly compensation is commensurate with experience. Bonuses for achievements available.

### **Instructions:**

Submit your resume with a cover letter to the Director of Lake Lorelei Property Owners Association by email at **Director@LakeLoreleiOhio.com** or by mail/ in person at **615 Lorelei Dr. Fayetteville OH 45118**