

Lake of the Pines Association Senior Accountant – FT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Senior Accountant.

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is a FT, nonexempt position with a salary range of \$22.86 - \$26.53 and excellent benefits including medical, dental, vision and life insurance; vacation and sick leave; 401k and facility use privileges including golf, swimming pool, beaches, parks, tennis and discounted meals. Pre-employment drug screen and background search required following conditional offer of employment.

Essential Duties and Responsibilities:

- Assist in managing the general ledger and subsidiary records to produce accurate financial statements
- Monthly bank account reconciliations
- Reconcile and balance general ledger accounts
- Maintain fixed asset records, including disposals/additions and depreciation
- Produce various complex financial & statistical reports and ad-hoc projects
- Assist with training/coaching/supervision of Accounting staff
- Oversee daily operations and coordinate work flow, track deadlines
- Maintain Capital Reserve Study
- Assist with preparation of annual budget and disclosures
- Prepare and coordinate annual audit
- Month-end inventories
- Maintain all accounting records in accordance with GAAP
- Oversee payroll function

Qualifications and Requirements:

- Bachelor's degree preferred, however, successful completion of all accounting classes necessary for an AA degree will be considered.
- 4 years accounting experience required, including supervision
- Experience with A/R, A/P, Payroll, G/L including reconciliation preferred
- Must be intermediate level in Microsoft Excel and Word
- Experience in accounting, POS & Restaurant Manager software
- Some experience in high level of fund-based accounting desired
- Experience with unclaimed property reporting
- Experience preparing and maintaining annual budget
- Experience with liability accruals
- Strong knowledge of federal and state regulations r/t compensation

Applications are available online at www.lop.org / Employment. To apply, email resume and employment application by responding via this ad, or fax application and resume to 530-268-8014, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.