

Lake of the Pines Association Accounting Supervisor – FT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Accounting Supervisor. Under general supervision, and reporting to the Controller, the Accounting Supervisor leads a team of up to 5 people and oversees a multi-faceted and highly diversified financial operation. Assist the Controller in maintaining the financial stability and accountability of all Association activities with professional accounting standards.

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, Exempt position with a salary range of \$29.69 - \$31.62 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 criminal background search required following conditional offer of employment.

Essential Duties and Responsibilities:

- Plan, coordinate and supervise daily operations of accounting department staff. Hire, train, coach and develop team members and hold accountable to Associations policies and procedures.
- Oversee all functions of accounting including Payroll, AP, AR – income producing departments and AR – collections, and be the backup in the absence of the staff member performing the duties therein.
- Oversee and conduct inventory and loss prevention programs for the Golf Pro Shop, two restaurants and bars and other income producing departments.
- Oversee the administration of payroll and employee benefits billing in accordance with the Association Employee Handbook and in compliance with Federal and State laws and orders. Perform the payroll function in the payroll coordinator's absence.
- Prepare monthly and quarterly sales and use tax reports and reconcile to GL.
- Assist in managing and reconciling the general ledger and subsidiary records to produce accurate financial statements.
- Reconcile and balance general ledger accounts and Association bank accounts.
- Maintain fixed asset records, including disposals/additions and depreciation.
- Produce various complex financial & statistical reports and ad-hoc projects.
- Maintain Capital Reserve Study.
- Prepare and coordinate annual audit and disclosures.
- Perform month-end inventories and assess/audit inventory practices and provide solutions for improvement as needed. Verify monthly inventories for accuracy. Audit inventories on quarterly basis.
- Prepare journal entries for transfers, comp and employee meals, and COGS.
- Maintain all accounting records in accordance with GAAP.

Qualifications and Requirements:

- Bachelor's degree preferred, however, successful completion of all accounting classes necessary for an AA degree will be considered.
- 5 years accounting experience required, including supervision of employees.
- Experience with A/R, A/P, Payroll, G/L including reconciliation required.
- Must be advanced 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 preferred.
- Experience preparing and maintaining annual budget preferred.
- Experience with liability accruals preferred.
- Strong knowledge of federal and state regulations regarding compensation.

Applications are available online at www.lop.org / About Us – Employment Information. To apply, email cover letter, resume and employment application to HR@lop.org, 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.