



20555 SW Rosa Rd. • Aloha • OR • 97078-3712

## **Job Description Bookkeeper (Accounts Receivable)**

### ***Purpose***

To support and assist in the duties of the Association's Treasurer. This is a paid, yearly salaried position.

### ***Skills Prerequisites***

At least 4 years accounting experience, QuickBooks software and basic computer skills.

### ***Time Commitment***

Varies, as much as 40+ hours per month particularly during the summer months.

### ***Responsibilities***

Upon Appointment:

- Review existing files; meet with Treasurer, structure tasks and schedules.

### **Ongoing**

- Issue Payroll and Accounts Payable payments in a timely manner.
- Issue annual dues assessment invoices.
- Issue RV Lot invoices.
- Issue statements to past due accounts.
- Issue Payroll and Accounts Payable payments in a timely manner.
- Complete Federal and State (using OTTER) Payroll Quarterly Reports, Annual Reports, W2 & W3
- Keep the KeePass program file updated in the Association computer.
- Keep orderly accounting files.
- Assist Treasurer in distribution of Annual Report as directed.
- Commit to uphold Federal, State, County and local laws as regards the affairs of the Association, including the Oregon Revised Statutes pertaining to Planned Communities (ORS Chapter 94) and Non Profit Corporations (ORS Chapter 65).
- Commit to actively uphold and abide by the Cross Creek Declaration of Covenants, Conditions & Restrictions, By-Laws and executed Cross Creek Resolutions of the Board of Directors.
- Furnish updates to this Job Description as appropriate prior to the current year's annual April Board meeting.