

WINSTON TOWERS 600 CONDOMINIUM

JOB DESCRIPTION

Position: Office Clerk/Bookkeeper

Compensation: Hourly Employee (non-exempt employee)

Position Summary: The Office Clerk/Bookkeeper is responsible for payroll, processing accounts payable and receivable, maintaining the general ledger and financial records, managing invoices and payments, and performing other duties related to the accurate reporting and processing of the day-to-day financial transactions and maintenance of the condominium.

Position Duties:

- **Answers incoming phone calls using the approved greeting and forwards these calls to the appropriate individual**
- **Maintains the financial area and equipment in a presentable and clean manner**
- **Records and deposits incoming checks**
- **Processes, records, and manages invoices, contacts the vendor or utilities company (like electricity, water and credit cards) if regular monthly invoice(bill) is missing by expected payment day**
- **Maintains a Roster of company names and expected payment date for monthly repeated payments (this will help identify if a company invoice is missing and make sure the payment is issued on time to prevent penalties and delinquencies).**
- **Processes accounts receivable and payable in a timely and accurate manner**
- **Enters financial data into the applicable software programs**
- **Records day-to-day financial transactions**
- **Prepares Original and Renewal Contracts, Invoices, Receipts and Delinquency Reports for Association owned Storage and Parking lot rentals.**
- **Prepares and maintains reports, records, and financial statements**
- **Assists with the timely and accurate processing of payroll, creates each Monday payroll checks for employees to be signed by two (2) Board of Directors members**
- **Maintains the general ledger and reconciles discrepancies following the established protocol**
- **Performs monthly reconciliation of all WT600 bank accounts**
- **Collects data, Prepares Reports and assists the CPA in creating a monthly Financial and Operations report**
- **Prepares and maintains a Monthly Association's Storage room Inventory report which will show rented and available to rent Storage rooms**
- **Maintains a Monthly Register of Weekly Units Preventive maintenance reports.**
- **Manages vendor engagements, as directed**
- **Performs data entry**
- **Assists with the preparation of tax forms and documents, as directed**
- **Attends employee meetings, as directed**
- **Participates in special projects, as directed**
- **Performs other related duties**
- **WT600 Association Office is a small office and it's imperative for employees of this office to be cross-trained with other office employees. It's the responsibility of the Office Clerk/Bookkeeper to**

train Office Assistant/Receptionist to perform duties described above so in case of emergency the other employee can step-in and perform the task.

Skills and Specifications:

- **Bachelor's degree or higher from an accredited university or college preferred, but not required**
- **Previous bookkeeping experience or similar experience required**
- **Strong computer skills**
- **Strong understanding of bookkeeping and accounts payables/receivables**
- **Strong skills in budgeting and reporting**
- **Strong organizational and time-management skills**
- **Strong ability to work effectively in a team setting and individually**
- **Strong attention to detail**
- **Strong ability to work in a fast paced, busy environment**
- **Strong problem-solving skills**
- **Strong written and verbal communication skills**
- **Strong analytical skills**
- **Strong data entry skills**
- **Strong math skills**
- **Proficient in the bookkeeping software programs used**

Other Duties: This Job Description is not intended to cover or contain a comprehensive listing of all duties or responsibilities that are required for this position. The company reserves the right to modify or supplement the duties, responsibilities, and other content herein, as determined in its sole discretion based on business and operational considerations, at any time with or without notice to the employee.

Physical Requirements:

- **Ability to speak, hear, and write in basic English**
- **Must have professional appearance and good hygiene**
- **Ability to sit for lengthy periods of time**
- **Ability to stand for lengthy periods of time**
- **Ability to walk for lengthy periods of time**

- **Ability to frequently use hands to touch, handle, feel, and operate standard office equipment, including using a computer**
- **Ability to reach with hands and arms in any direction, kneel, and stoop repeatedly**
- **Must be able to identify and distinguish colors with or without vision aids**
- **Must have close and distance vision and an ability to read a computer screen and printed material with or without vision aids**
- **Frequently lifts/carries up to 20 lbs.**
- **Occasionally lifts/carries up to 35 lbs.**
- **Continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills**
- **Ability to work in an environment with a moderate to loud noise level**

Employee's signature below constitutes his or her understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

Employee Name: _____

Witnessed BY:

Signature: _____

Name: _____