



Employment Opportunity

Accounts Payable/Point of Sale

Part Time or Full Time

Processes and maintains accounts payable records, Deposits cash from register, accounts receivable deposits. Responsible for timely and accurate payments and recording of association liabilities. Answer phones and back up receptionist position and/or accounts receivable back up as needed.

Hours/benefits dependent on part time or full time hire.

EXPERIENCE - Associate's Degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Process all purchase orders/check request & invoices for payment
- Prepare and mails checks
- Maintain payable files and reports
- Process vender inquires & discounts, correspondence, & lines of credit
- Prepare manual checks & voids
- Assists in monthly closing, calendar and yearly audits
- Count all cash from department Cash Registers
- Balance Cash Boxes
- Prepare weekly and month end deposits
- Prepare Accounts Receivable deposits
- Provide receptionist backup and/or accounts receivable backup as required
- Maintains a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attends safety meetings as required
- Other duties as assigned

Drug/alcohol screening. DMV check. Equal opportunity employer. Apply at Pine Mountain Club POA, 2524 Beechwood Way, Pine Mountain Club.