



•SWIM & RECREATION CLUB•

Job Description

TITLE: Accounting Assistant

FLSA: Nonexempt

DEPARTMENT: Finance/Administration

REPORTS TO: Deputy Director

SUMMARY: The Accounting Assistant is responsible processing payments received; maintaining accurate financial records; participating in month-end accounting close; assist as needed with the year-end financial preparation; providing timely and accurate reports. They will work to make sure payments are applied correctly and that accounts at risk are reviewed on an ongoing basis. Assists with maintaining membership records by verifying and posting transactions, prepares statements, invoices and vouchers, and will assist with account balancing and reconciliation. Effectively interacts and communicates with members and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

DUTIES AND RESPONSIBILITIES

ACCOUNTING

- Perform daily accounts receivable, reconciliation, and deposit transactions
- Provide billing information for members when requested
- Maintain membership transaction records
- Process monthly and other billing
- Collect on past due accounts
- Maintain membership certificate database
- Maintains up-to-date knowledge of all new and current accounting processes and procedures
- Communicates effectively with all departments as necessary to ensure smooth accounting operations

ADMINISTRATION

- Produce written processes and procedures for various accounting functions
- Assist with periodic membership mailing tasks
- Performs other duties and projects as assigned



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CUSTOMER RELATIONS

- Provide friendly, prompt and courteous response to member and staff requests
- Assist members in solving billing issues
- Perform routine and non-routine administrative tasks including word processing and filing
- Maintains a professional and cooperative working environment

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to meet all required deadlines and perform each essential function at a competent level. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GUIDELINES FOR EDUCATION AND EXPERIENCE:

- Minimum of two years education or training in accounting or bookkeeping
- Minimum of one year experience in A/R preferred
- Ability to work independently and within a team environment
- Proven reliability, punctuality and ability to multitask
- Possess a pleasant, friendly and courteous demeanor
- Proven customer service orientation and problem solving skills
- Strong verbal and written communication skills
- Excellent organizational and administrative skills with strong attention to detail
- Proficient with accounting software applications (preferably BusinessWorks) and Excel; knowledge of or ability to learn CSI/Spectrum is required.
- Exceptional 10 key skills
- Able to work with a diverse group of people

The above position description is not intended to describe in detail the multitude of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of the business/organizational demands change, so, too, may the essential functions of this position.