



## **Accounting Clerk**

### **ROLE**

Accounting clerk wanted for busy HOA Management Company. HOA experience is needed.

### **RESPONSIBILITIES**

- posting receivables
- processing payments
- preparing statements and reports
- assisting with collections processes
- assisting clients with questions

### **REQUIREMENTS/QUALIFICATIONS**

Experience with TOPS or VMS software is a plus.

Have excellent business judgment skills, including but not limited to, identifying and escalating issues of problem resolution.

Have excellent verbal and written communication skills with a varied population of people. Ability to communicate effectively for the needs of the audience.

Have proficient and accurate typing skills.

Have very good spelling, punctuation and grammatical skills.

Demonstrate initiative and proactive thinking by anticipating needs and taking appropriate actions.

Strong ability to multi-task and successfully work with changing priorities when needed.

Ability to keep work assignments moving forward quickly and on schedule and notify manager early of delays.

Has strong interest or past experience and skill sets to contribute to ways to achieve higher levels of efficiency or organization.

Strong time management skills.

Ability to think through and apply information to consider alternate approaches to a challenge presented to complete a project or task.

The ability to pay attention to detail to ensure that high quality work is delivered.

HOA experience needed.