



# THE SAWMILL

CAMPING RESORT & RESIDENTIAL COMMUNITY

## Job description

SAWMILL RESORT HOMEOWNERS ASSOCIATION, INC.

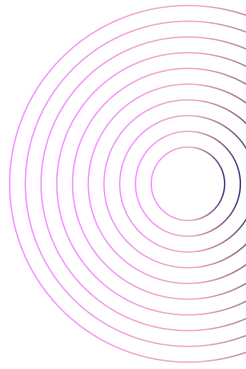
RAINBOW ENTERTAINMENT, INC.

## Qualification and Skills:

- Accounting Associates Degree (Preferred)
- QuickBooks: 2+ years (Preferred)
- Bookkeeping: 2+ year (Preferred)
- Must have good oral and written communication skills, as well as ability to multi-task.
- Microsoft Office computer skills including Outlook, Excel and Word.
- Organizational skills, follow-through, and attention to detail are very important.
- Must be able to work with others with limited supervision and be able to take direction in an office environment with ever changing demands.
- Energetic customer service personality.

## Primary Responsibilities:

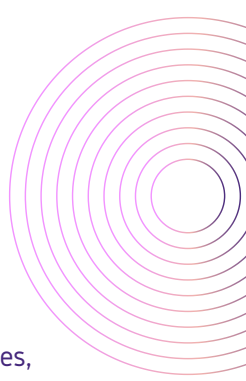
- Assure timely and accurate recording of all transactions
- Maintaining the QuickBooks Billing system for Monthly HOA Fees, Electric Billing, RMS Receiving, and Square Receiving
- Make necessary QuickBooks journal entries on a regular basis related to pre-paid expenses, due to / due from accounts between Sawmill and Rainbow, cost of goods sold and depreciation expense
- Generating invoices and account statements according to Billing Cycles.
- Ensure that invoices are sent on a regular basis for HOA fees, tenant rents, electric bills and property damage recovery
- Ensure that invoice payments are collected promptly and follow the prescribed procedures for collecting past due amounts
- Collection and posting of payments, deposit recording for QuickBooks online payments
- Past Due Collections.
- Maintain accurate and up to date files on all employees, shareholders, tenants and storage renters
- Ensure that required debt payments are made in a timely manner
- Performing A/R account reconciliations
- Producing Weekly A/R reports and reporting to Manager and HOA President, noting collections attempts on any past due accounts.
- Investigating and resolving any irregularities or enquiries in the A/R system
- Balancing of Month End Deferred Revenue in RMS and QuickBooks
- Entering New HOA Customers and recurring invoices in QuickBooks. Also Z out of old HOA/Electric Customers.





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- Maintaining the HOA PIA Accounts.
  - Assisting with end of Month Tasks Completion.
  - Assist in reconciliation of bank statements, merchant credit card statements, and deferred revenue accounts
  - Perform weekly payroll processing
  - Additional Duties that may be necessary or assigned by HOA President: general bookkeeping duties, including but not limited to: <Accounts payable, Account analysis, Bank reconciliation>
- Maintain accurate and up-to-date financial records
  - Prepare and process invoices, receipts, and payments
  - Reconcile financial discrepancies by collecting and analyzing account information
  - Prepare financial reports by collecting, analyzing, and summarizing account information
  - Assist with budgeting and forecasting processes
  - Conduct account reconciliations to ensure accuracy
  - Process payroll and maintain employee records
  - Assist with tax preparation and compliance

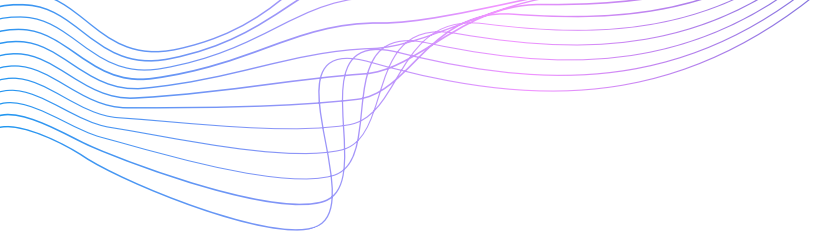
Experience:

- Proven experience as a Bookkeeper or in a similar role
- Proficient in using accounting software and Microsoft Office Suite
- Strong knowledge of bookkeeping principles and practices
- Familiarity with technical accounting procedures and regulations
- Excellent attention to detail and accuracy
- Strong organizational skills and ability to prioritize tasks
- Ability to work independently and meet deadlines

Note: Experience with <Financial report writing, 10 key typing> is a plus.

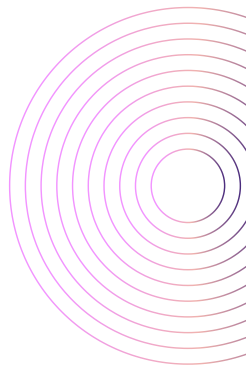
We offer competitive compensation based on experience.

To apply for this position, please submit your resume along with a cover letter highlighting your relevant experience.



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- Job Type: Full-time
- Salary: \$15.27 - \$18.39 per hour
- Benefits:
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  - Employee discount
  - Life insurance
  - Paid time off
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- Experience level:
  - 
  - 2 years
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- Physical setting:
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  - Office
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- Schedule:
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  - 8 hour shift
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- Experience:
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  - Bookkeeping: 2 years (Preferred)
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- Ability to Commute:
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  - Dade City, FL 33523 (Preferred)
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- Work Location: In person