

Pine Mountain Lake Association Job Description

Job Title: Accounts Payable
Job Code: 50
Employee Name:
Department: 50-Accounting
Location: Administration Building
Reports To: Controller
FLSA Status: Non-Exempt
Prepared Date: 6/3/2021 sa

SUMMARY

Employee is responsible for all phases of accounts payable processing, including vendor file maintenance, invoice and payment requisition processing, check issuance and remittance, 1099 record maintenance, and accounts payable records management. Assists with monthly closing by reconciling various balance sheet and bank accounts and maintains the Association fixed asset listing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Opens and date stamps mail daily. Forward invoices to the appropriate departments for coding and approval. File invoices and packing slips in appropriate files. Using AP inquiry, review statements and look for missing invoices.
- Review invoices, check requests and miscellaneous expenditures. Verify that proof of delivery, correct General Ledger coding, and managerial approval are in place.
- Input invoices into payable system checking that all discounts available are taken and the correct due dates are applied to schedule payments in a timely matter.
- Process checks weekly. Give checks with invoice copies attached to the controller and /or Board Member for signature. Scan and index checks and invoices into Disc Image and mail signed checks to vendors.
- Maintain and update vendor file with changes in addresses, phone numbers, payment terms and tax identification numbers. On a quarterly basis run 1099 report to process the Independent Contractor Report to the State of California. Maintain and file w-9's. At the end of the year, process 1099 and mail to vendors and IRS. Ensure proper insurances are on file for all contractors.
- Assist with monthly close. Including recording prepaid expenses, labor and stock transfers, AP Accruals, and reconciling the Credit Card, ATM, Payroll, CA DFG, Refundable Rental Deposit, Compliance Deposits, all savings accounts and record interest and fees.
- Maintains Association's fixed Asset and Reserve Expenditure Listing. Obtains information from departments regarding new additions and deletions from assets. Works closely with the Controller and Department Managers, to add new assets into the fixed asset software and delete disposed assets. Coordinates and conducts periodic audit of fixed assets. Records changes to the General Ledger assets accounts. Records depreciation expense monthly.
- Maintains vehicle and watercraft registrations, titles, and insurances. Update, File and monitor that all license and certificate to operate are up to date and posted correctly.
- Request, update and monitor independent contractor's certificate of liability insurance. Notify department managers when an independent contractor is not allowed to work on PML property and request new certificates upon expiration.
- Prepare Quarterly and Annual Sales & Use Tax Report and process EFT payment. Prepares Annual Tuolumne Co. Property Tax return and Cigarette Tax Return.
- Posts Daily Sales for Country Club Grill, Bar, Marina Café, Store, Swim Center, Safety Department, Golf and Stables which may include posting cash and checks.
- Maintain advertising and boarding accounts, upload and post monthly billing and send invoices. Posts miscellaneous invoices as needed for all departments. Performs ACH

payments, uploading, maintaining, and posting. Performs Inventory and Safe audits on a monthly basis.

- Analyze and prepare monthly data on PGE (electric) and GCSD (water) usage for controller.
- Complete as received escrow demands from title company's and assist property owners with account status updates as needed for refinance.
- Deposit, record and complete all deed transfers. Includes preparing annual coupon book for new property owners.
- When requested by Department managers add or remove employees from authorized buyers list with vendors.
- Create and keep updated the BPO's (Blanket Purchase Order)
- Maintain contract binder. This includes adding new contracts, destroying outdated contracts and pulling contracts as requested by controller and general manager.
- Regular, punctual attendance is required.
- Other related departmental duties and responsibilities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

EDUCATION and/or EXPERIENCE

Two-year certificate from college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as rules and guidelines, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before property owners or employees of the Association.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, late charges, transfer fees, and other basic bookkeeping principles. Ability to apply basic accounting concepts to job.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several issues or viewpoints or variables related to standard or commonly encountered situations. Know when to escalate issues/situations to management.

OTHER SKILLS AND ABILITIES

Ability to work with specific computer software specifically Excel and Word. Experience working with accounting systems and software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds, unless otherwise stipulated. Specific vision

abilities required by this job include peripheral vision for office traffic awareness and ability to adjust focus for map reading.

EQUIPMENT USED

Telephone, computer/printer, adding machine, copier, stapler, folding machine, spiral binding machine, fax, postage meter, package scales, typewriter, label maker, other standard office machines.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.