



Employment Opportunity

Accounting Manager

Responsible for planning, directing and controlling financial & accounting functions of the Pine Mountain Club Property Owners Association (PMCPOA) by following policies and procedures set by the Board of Directors as well as Federal, State, County and municipality.

Qualifications: Degree in Accounting, Finance or Economics required with a minimum of 3-5+ year experience. Experience managing non-profit corporation a plus.

Full-time benefited position. Weekends and holidays may be required. Employee may be required to work overtime hours as needed.

Salary Range: \$70,000-\$75,000 annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

- Strategic, Financial Planning & Budget Preparations
- Financial Statement Preparations
- Cash Flow Projections
- Quarterly reconciliation of payroll and taxes
- Review and monitor Insurance Plans
- Audit Preparations
- Maintains and reviews reconciliations of G/L Asset and Liability Accounts, general ledger, cash flow, asset inventory and benefits
- Prepares and presents monthly financial statements, committee reports, quarterly financial reports and bank reconciliation reports
- Coordinates Department Budgets
- Assists in fiscal year end and calendar audit
- Reviews/supervises various government filings (Sales & Use Tax, Fuel Tax Credit, 401-K & Thrift Plan Annual Reports, W-9/1099 Forms)
- Responsible for Workers' Comp reporting, 571L, Unsecured Prop Tax, Environmental Tax
- Provide comptroller functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles (GAAP).
- Review grant letters, funding and entitlement reports; analyzes and reconciles outstanding balances and billing.
- Audit and Close Month End accounting

Drug/alcohol screening. Background/DMV check. Equal opportunity employer. Apply at Pine Mountain Club POA, 2524 Beechwood Way, Pine Mountain Club, CA 93222