



Employment Opportunity

Accounts Receivable & Collections

Responsible for billing, collection, and maintenance of Association assessments and property files. Maintains accounts receivables records.

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

Pay Range: \$16/hr. to \$18/hr. depending on experience and qualifications.

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

- Prepares & Processes bills for Association assessments, RV storage & Equestrian Fees to property owner accounts.
- Posts A/R cash receipts and deposits, & updates accounts receivable ledger
- Maintains perpetual tract & lot files & ownership records
- Calculates & applies interest, collection, and payment plan and lien fees according to approved policies.
- Records collection payment plan & lien fees reported by current collection agent.
- Answers accounts receivable inquiries and communicates with property owners as necessary in order to update accounts.
- Communicates with title companies, lender & government official regarding property related issues.
- Works with foreclosure and collection agencies.
- Files bankruptcy claims as required by Court
- Oversees distribution of membership cards & annual stickers.
- Manages Short Term Rental (STR) registration, reservations, invoicing and payments
- Assists with Fiscal year end audit.
- Provides receptionist relief/backup as required.
- Assists with special projects.

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