

# **PART-TIME OFFICE CLERK**

## **Leilani Community Association**

Pāhoa, Hawai'i

Leilani Community Association is seeking a reliable, organized, and detail-oriented Part-Time Office Clerk to assist with daily office operations and member services.

This position is ideal for someone who enjoys working with people, is comfortable with computers, and can maintain accurate records in a professional office environment.

### **Position Summary**

The Office Clerk provides administrative support to the Association by assisting members, processing payments, maintaining records, answering phones and emails, and helping ensure office procedures are followed.

### **Primary Responsibilities**

- Answer phones and assist members in a professional manner
- Respond to general email inquiries
- Receive and process member payments
- Make copies of checks and supporting documentation
- Scan and file documents electronically in Dropbox and QuickBooks
- Maintain member records and update contact information
- Assist with assessment billing and collection correspondence
- Date-stamp incoming mail and payments
- Organize and maintain physical and electronic filing systems
- Assist with escrow requests and property transfer documentation
- Prepare meeting packets, notices, and correspondence as assigned
- Perform general office duties and special projects as needed

### **Qualifications**

- Strong organizational skills and attention to detail
- Basic computer skills including Microsoft Office
- Ability to learn QuickBooks and Association software
- Good written and verbal communication skills
- Ability to maintain confidentiality
- Ability to work independently and follow established procedures
- Prior office, bookkeeping, customer service, HOA, or administrative experience preferred

### **Preferred Experience**

- QuickBooks
- Dropbox document management
- Accounts Receivable or Accounts Payable
- Customer service and member relations

## **Schedule**

Part-Time Position

Flexible schedule based on office needs.

## **Compensation**

Compensation based on experience and qualifications.

## **To Apply**

Please submit a resume and brief summary of your experience to:

Leilani Community Association

Email: [leilaniassoc@gmail.com](mailto:leilaniassoc@gmail.com)