



## **Accounting & Administrative Support Contractor- Assistant Secretary**

The Tri-Valley Subdivision Homeowners Association (HOA) is accepting bids for an Accounting & Administrative Support Contractor based out of Healy. This is a part-time, remote, hourly contract and the Contractor will be responsible for their own home office. Equipment (computer, printer, scanner, etc.), software (Excel & Word), and consumable supplies will be provided by the HOA. The position will start mid-November, 2024 and end December 31, 2026. This contract approximates 350 hours per year.

Primary duties include maintaining all accounting, billing, reporting, budgeting, and membership information for the HOA. This position will also organize and attend all HOA meetings. The Contractor Bid Sheet and detailed list of responsibilities is available on our website at [www.trivalleyhoa.com](http://www.trivalleyhoa.com), under the Forms tab.

The successful candidate will have exceptional organizational and problem-solving abilities, strong written and verbal communication skills, and experience with Excel, Word, and QuickBooks.

### **EXPERIENCE / QUALIFICATIONS:**

- Bookkeeping experience
- Organizational skills
- Strong communication skills
- Proficiency with Microsoft suite of software; a preference will be given to candidates with QuickBooks accounting software experience

**To submit your bid:** Please send a current resume and Contractor Bid Sheet (available at [www.trivalleyhoa.com](http://www.trivalleyhoa.com), under the forms tab) no later than **October 15, 2024** to:

Tri-Valley Subdivision HOA  
P.O. Box 1  
Healy, Alaska 99743  
[info@trivalleyhoa.com](mailto:info@trivalleyhoa.com)

# Contractor Bid Sheet

## Scope of Services

- 1. Services.** Contractor shall provide accounting and support services for HOA and the Board of Directors, automatically and without need for any request (the “Services”) or by request. Equipment and general software will be provided by the HOA. Consumable office supplies will be provided by the HOA.
- 2. Term.** The term of this Agreement starts on the Commencement Date set forth above and, unless sooner terminated, ends on the Termination Date set forth above.
- 3. Payment.** Contractor shall submit an invoice to HOA at the address set forth above for the amounts properly due under this Agreement. Subject to the conditions for payment and limitations on liability set forth herein, HOA shall pay Contractor within thirty (30) days after receipt of an invoice.
- 4. Performance.** Contractor shall perform all Services diligently and in a good, professional and first-class manner, using good quality materials, equipment and workmanship and sufficient trained personnel (including supervisors when appropriate) to complete the Services in a safe and timely manner which does not unduly interfere with the operation of the Property and residents therein. Contractor shall obtain and maintain all necessary licenses, permits, training or other authorizations which may be necessary to perform the Services.
- 5. Independent Contractor.** Contractor shall be an independent contractor, and all persons working under the direction of Contractor shall be employees of Contractor and not of HOA or Agent. Contractor, and not the HOA or Agent, shall be liable for the payment of their wages, benefits and all taxes with respect thereto, and Contractor shall comply with all applicable federal, state and local laws, regulations, codes, rules and ordinances with respect to (a) the hiring, employment, compensation, health and safety of employees and (b) the environment. Contractor agrees that neither HOA nor Agent shall be liable for any loss of or damage to Contractor’s materials or equipment located on the Property.
- 6. Subcontracting.** The contractor may subcontract services with prior written consent from the HOA. The Contractor is responsible for payment of such services.

Please describe your accounting experience and knowledge of QuickBooks.

Please describe your experience and knowledge of Excel and Word.

This position has no set schedule, and the Contractor is responsible for organizing their time to meet deadlines. Is there a schedule you prefer to work? Certain days of the week or times? Any specific dates you are unable to work?

What experience would you bring to this position?

After reviewing the job duties listed below, describe your strengths in these areas?

After reviewing the job duties listed below, describe your weaknesses in any of these areas?

What is your hourly rate on this contract position? Remember, this is a part-time, hourly contract and the Contractor will be responsible for their own home office. HOA will provide equipment (computer, printer, scanner, etc.), software (Excel & Word), and consumable supplies.

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Additional comments you would like to make.

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# JOB DUTIES

1. Contractor shall provide its own office space, employees, equipment, general software (Excel/Word), and consumable supplies necessary to complete the Services described hereunder. The HOA is responsible for Quick Book accounting software fees and charges related to operating and maintaining the HOA website, email, Zoom, and voting software.
2. Contractor will provide all accounting services such as invoicing HOA Members, accounts payable, accounts receivable, 1099, and bank reconciliations.
3. Contractor will provide Quarterly financial reports to the Board including, but not limited to a Balance Sheet, P&L Statement, and AR Aging.
4. Contractor will prepare and maintain the annual budget.
5. Contractor will maintain records on lots in the subdivision.
6. Contractor will be responsible for keep up-to-date Membership information on all Members including name, address, email, and phone number. All Membership information is maintained in an Excel spreadsheet that is periodically forwarded to all Board members.
7. Contractor will be responsible for maintaining corporate records and State filings of Business Licenses, change in Officers/Directors, state returns, amendments to the Bylaws, and amendments to the Declaration.
8. Contractor will be responsible for organizing HOA Board meetings and HOA Member meetings including Member notices, agendas, and member information packets. Contractor will submit all Board meeting information to the Board for approval prior to disbursement to Members.
9. Contractor will update the HOA website, as needed, with meeting notices, approved minutes, and other documents related to Member communications.
10. Contractor will take minutes during all Board meetings and draft said minutes for the Board's approval prior to disbursement.
11. Contractor will assist the Board with member communications and lot compliance related issues and communications but will not be responsible for the actual lot inspections.
12. Contractor will be responsible for monitoring the HOA email account and responding to Member questions within 72 hours. General questions should be answered by the Contractor. Questions, complaints, waiver requests, or requests for a decision or action by the Board should be forwarded to the Board. The Member should be notified it was submitted to the Board.
13. Contractor will prepare Certificates of Resale at the request of the title company.
14. Contractor will maintain the HOA Facebook account and HOA website.
15. Contractor will prepare documents requests by Members in accordance with the rules of the Declaration and State of Alaska Statutes.
16. Contractor will assist the Board on projects related to the HOA.
17. Contractor will comply with all federal, state, and local governmental laws, regulations, codes, and ordinances.
18. Contractor is responsible for maintaining the Road Budget Spreadsheet and lead the Road Committee.
19. Contractor is responsible for submitting the appropriate Tax Form to the IRS every year.