



LEISURE LAKE IS NOW HIRING FOR BOOKKEEPER AND ACCOUNT MANAGER

Leisure Lake is a campground condominium association located in Durand, Michigan. Our camping season is from May 1 through October 31. There are 425 member-owned camping units, many have a trailer or park model, but some have vacant lots. Leisure Lake is one of the most unique lakes in Michigan, consisting of 3 miles of shoreline with paved bicycle/walking paths, several peninsulas, two bridges, and an island. The lake is spring fed, making it exceptionally clean. The camp has its own 24-hour/7-day-a-week security team and a complete grounds and maintenance division. Leisure Lake is located just off I-69, 15 miles west of Flint, 35 miles east of Lansing, and 65 miles northwest of Detroit.

Job Overview

- Full-time, 40 hours a week. The schedule is flexible but must include Saturdays.
- 90-day probationary period, Employee at Will
- Five personal days after the first year
- Salary range: \$35,000 to \$41,000 depending upon experience
- Requires interviewing with the Board of Directors and skills testing

How to Apply for the Position

1. Preferred Method: Apply through Indeed

2. Alternate Method:

Submit the following documents

- The Leisure Lake employment application <https://leisurelakemi.org/office-forms>
- The Leisure Lake background check application <https://leisurelakemi.org/office-forms>
- Updated resume
- Update reference list of past employers and contacts
- Sample documents of past work performed
- Include dates/times available to schedule skills testing

Send Your Completed Documents by

- Email to the Leisure Lake Board of Directors: leisurelakedirectors@gmail.com
- Mail to: Leisure Lake Condominium Association Unit F-1, 10001 E. Goodall Road, Durand, MI 48429
- Dropping off at the Mailbox Unit D-1

JOB POSTING & APPLICATION INSTRUCTIONS

HISTORY LEISURE LAKE CONDOMINIUM ASSOCIATION <https://leisurelakemi.org>

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JOB REPORTING STRUCTURE: BOOKKEEPER AND ACCOUNT MANAGER

The Bookkeeper and Account Manager reports to the Treasurer of Leisure Lake Condominium Association and works closely with the Assistant Treasurer. The Treasurer and Assistant Treasurer serve on the Leisure Lake Homeowner's Association Board. There is a total of seven Board Member positions.

All job duties, assignments, and requests from the Board will flow through the Treasurer to the Manager. The Treasurer and Asst. Treasurer will assist the Manager with prioritizing Board projects and deadlines. The Manager will make all financial and office operational records available to the Treasurer and the Board.

DUTIES & RESPONSIBILITIES OF THE BOOKKEEPER AND ACCOUNT MANAGER

Management of Operational Revenue and Expenses: Processes income and expenses relating to the Leisure Lake Condominium Budget, Profit and Loss, Booster Funds, rentals, penalties, foreclosure sales, and daily operations and functions. This includes paying all invoices; payroll; revenue collection; bank deposits; posting correct account expenses in PAYHOA; processing credit card statements; reconciling bank activities, processing Leisure Lake co-owner credit card payments, collecting cash and check payments from co-owners, and PAYHOA activities.

Procedures and Controls: Following accounting procedures and controls reaffirming the Board's and the Treasurer's authorization per the Bylaws. These include paper check writing; electronic check writing; creating new vendors in PAYHOA; paying vendors not in PAYHOA; authorization requirements before contractors are issued deposits, installments, or paid in full; refund policies for rentals; credit/debit card processes; timeliness of updating coowner's records into PAYHOA; and PAYHOA processes relating to vendor payments, bank reconciliations, budget categorization of income and expenses. Prepare written recommendations for process improvements and guidelines and forward them to Treasurer.

Oversee and manage collections of all current and past due accounts. Follow established collection processes and default remedies. Actively collect outstanding revenue and take appropriate steps with defaulted contracts. Direct Facilities Director (Security Supervisor or Maintenance Supervisor) to "lockout" or "unlock" units when appropriate. Complete the required "Notice of Intent to File a Lien," "7-day Notice for Lockout of Common Ground Usage," and provide Board with all necessary information for foreclosure processes when appropriate. Prepare foreclosure documents and notices following Board's instructions.

Monthly Budget and Profit/Loss Statements: Complete all income and expense transactions by the end of each month in PAYHOA so that the Treasurer, Assistant Treasurer, Director of Facilities, Board Members, and Co-owners can view and generate accurate financial reports. The Manager will make available at anytime copies of paid and open invoices, bank deposits with supporting documentation, receipt books, or any information requested by the Treasurer and Assistant Treasurer.

Relationship Banking Management: Manage the banking and electronic information exchange between PAYHOA and HOA banks to improve banking, data exchange, and information between them and Leisure Lake to reduce the excessive reconciliation and problem-solving time required to manage invoices, check writing, cash flow, investments, and co-owner payments. Follow up and ensure that all overcharges or errors are refunded to Leisure Lake.

Federal/State/Local Taxes, Licenses, and Usage Fee: Oversee and manage timely payments. Maintained record payments and files for all agencies and requirements needed, including sending reports, printing reports, having them on file, sending payments, filing forms with payments, etc. Process all State and County required license forms with associated payments. Process all Federal forms and/or prepare reports and supporting information for CPA and/or tax accountant. Collecting, processing and paying Vernon Township RV Tax.

Processing Bi-weekly Payroll: Processing payroll via web based service provider; recording payroll withholding payments; distributing payroll stub receipts and paper checks to supervisors; and printing and distributing W2s.

Payment collection and processing: Process co-owner payments via cash, check and credit card following established procedures. Completing payment receipts and updating payments in PAYHOA. Assisting Security with cash box change and maintaining change onsite. During the annual assessment period: March/April/May may be required to work Sunday and Mondays and assist the Treasurer and the Assistant Treasurer with the special annual assessment weekend events.

Water Readings & Information Transmission: Manage the multiple municipal and State Agencies required data retention and transmissions for various requirements related to the water levels and water readings of Leisure Lake.

Supervisory Responsibilities: Supervises office staff.

Work Requirements: Book Keeper and Account Manager

Location: Office 10001 E. Goodall Road, Durand, Michigan 48429

Hours: 40 hours a week, salary

Schedule: Flexible, but Saturdays are required

Background Check: Must pass a criminal background check before the hire date.

Credit Report: Must pass credit report review before the hire date.

Drivers and Insurance: Must present a valid driver's license and insurance before the hire date.

Work Experience: Five years of bookkeeping/accounting experience. Seeking areas of experience: accounts payables and receivables, invoice and customer account management, supervisory, payroll processing, rental/contract management, bank deposit and cash management, computer accounting systems (examples, QuickBooks or PAYHOA), web calendars, and client bill collections.

Desired Work Experience: Financial/ Office Management experience for HOA or campground.

Computer Skills: Quick Books/PAYHOA or similar; Google Calendar; Adobe Acrobat; Canva; Word, Excel; Microsoft Windows; Gmail; scanning documents and filing to cloud and electronic files; and PDF editing, merging, and redacting

Skills Testing: Required to demonstrate accounting and software knowledge prior to hire date.