



## PECCOLE RANCH JOB DESCRIPTION - Administrative Assistant – Accounting

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**Title:** Accounting & Office Administrative Assistant

**Department:** Administrative Services

**Reports to:** General Manager and Supervisory CAM

**FLSA Status:** Non-exempt

**Supervisory Responsibilities:** No

**Employment Status:** Full-time

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### **Position Summary:**

Peccole Ranch Community Master Association is a self-managed, onsite master Association located in the west of the Las Vegas Valley. This position is responsible for providing a wide range of accounting-focused office support to the Association. Responsibilities include: front desk coordination, accounts receivable, accounts payable, delinquencies, facility management, and social committee coordination. Additionally, must be able to handle a wide variety of multiple administrative and general office tasks and work in a demanding, fast-paced, diverse environment with documentation and follow-up. Must exhibit a high degree of professionalism and the ability to work with the board of directors and homeowners. Critical skills include organization and follow through with premiere writing capabilities, editing, and proofreading correspondence. Must be self-managed; highly motivated and able to work independently. Reports to the General Manager/Supervisory Community Manager.

### **Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

#### **Front Desk Coordination**

- Provide service to the Association with full acknowledgement and understand of the Nevada Real Estate Division bulletin on “unlicensed activity” and the Association’s policy to adhere to those requirements.
- Jointly manages the front office area inclusive of phones, homeowner accounts, various mailing processes, maintenance of electronic files, and other general administrative duties as assigned by the General Manager.
- Greets and directs all visitors, homeowners and vendors appropriately and professionally in a manner which exhibits genuine concern for the members while respecting confidentiality when discussing all matters
- Ensures consistent documentation and accuracy of notes related to the homeowner’s business contact with the Association.



- Ensures operation of office equipment by completing maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies.
- Responsible for the administrative support services of the General Manager including proofreading documents, compiling information for the newsletter, and coordination of marketing materials.
- May be asked to obtain notary designation (at the Association's expense) for the resident's convenience.

### **Accounting Support A/R**

- Under the supervision of the Accounting Supervisor and General Manager, provide support as needed for the account receivable functions of the Association, within the safeguards established to create a segregation of duties.
- Collect assessment payments and provide residents with receipts.
- Coordination of reservations and payments for rental of Clubhouse Campus facilities in accordance with the Board's policies.
- Prepare monthly Delinquency Excel Spreadsheets and reports.
- Make manual and lockbox deposits under the direction of the Accounting Supervisor and in compliance with the financial safeguards established by the Association.
- Post late fees for HOA assessments as prescribed in the PRCA Collection Policy.
- Track homeowner's accounts in regards to late fee waiver requests.
- Prepare and mail, via certified mail if necessary, all required documents in relation to homeowner accounts.
- Prepare, establish, and monitor all homeowner payment plans and communicate with homeowners as to status.
- Assist in handling of incoming calls and assisting homeowners who come into the office with issues or questions on their account. Determine and correct any problems with homeowner's account, which may involve researching past and current payments made to account.
- Assist with printing out statements for homeowners upon their request.

### **Accounting Support A/P**

- Under the supervision of the Accounting Supervisor and General Manager provides support as needed for the accounts payable functions of the Association, within the safeguards established to create a segregation of duties.
- Code Association invoices for approval/payment.
- Maintain accounting filing as directed by Accounting Supervisor.
- Track electric, water and gas usage in standard monthly report format.



### **Social Committee Coordination**

- Under the supervision of the General Manager, and within the budget established by the Board of Directors, coordinates the committee purchases and expenditures for various events through the processes established.
- Coordination of public relations and marketing materials for events approved by the Board
- Focuses on the development of an active volunteer base to support the events by providing the committee with guidance to and recruitment for the various tasks necessary to sustain a successful event.

### **Minimum Qualifications (Education, Experience, Skills)**

- Two years of reception experience (or equivalent customer related ability)
- Prior administrative office management experience a plus
- Proficient in MS Office, specifically Excel, Word and PowerPoint
- Proficient in VMS a plus
- Excellent oral/written communication skills
- Excellent customer service skills

### **Key Competencies**

- Attention to detail and accuracy
- Interpersonal skills
- Good communication skills
- Organizational skills
- Problem-solving skills
- Decision-making skills
- Stress tolerance
- Negotiation skills
- Conflict management skills

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

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### **Peccole Ranch Community Master Association offers a competitive benefits package including:**

- **Paid holidays**
- **Vacation and sick time off**
- **Medical**
- **Dental**
- **Vision**
- **Short-term disability, with optional long-term and life insurance**
- **401k (with employer-match)**

**Salary DOE.**



**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.