



Thoroughbred Management

The Single Family Home HOA Specialist

A/R Accounting Assistant North Las Vegas, NV

Thoroughbred Management is a family owned Las Vegas Valley based Homeowner Association (HOA) Management Company who has proudly served its clients for over 23 years.

We take pride in being a controlled growth company that specializes in single family home HOAs and only brings on new clients when we are prepared to successfully grow.

Thoroughbred Management has over 25 years of experience in association Management and service on Association Board of Directors. This experience provides a management concept that offers a view from both the board member and the professionally trained manager.

A primary goal of Thoroughbred Management is to assist in improving your community by developing a team concept with established roles in a personable and professional manner.

We are looking for a stellar Accounting Assistant to join our team. If you are ready to work for a company that values its employees, this is a great opportunity for you

Desired Skills and Experience:

- Minimum one year working in an A/R Accounting/Bookkeeping environment
- Basic knowledge of bookkeeping practices and principles
- Proficient in MS Word and Excel
- Working knowledge of VMS (Village Management Systems or similar software a plus
- Professional Customer Service and Phone Skills (will be taking calls from homeowners, vendors, banks)
- Works well independently and as part of a team
- Attention to detail
- Must be able to multi-task, be detailed oriented and enjoy working in a fast-paced environment
- HOA and/or Property Management industry experience preferred, but not required

HOURS:

This is a full-time (Mon-Fri days) hourly, non-exempt position.

SALARY:

DOE with benefits eligibility

BENEFITS:

Medical/Vision/Dental
401K with Company Match
PTO

Please submit your resume to Kerri Robertson at kerrir@tmilv.com

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