



Rhododendron Park Maintenance Company

Job Opening: Secretary

Hours: Part-time

Pay: \$18.00 per hour

Start Date: 6/20/2022

Job Description:

Maintain and keep association's records, including but not limited to membership records, board meeting records, and other official HOA records

Take the meeting minutes and send out notices of the meeting. File corporate annual reports and attest to legal documents signed by the president on behalf of the HOA.

Post all meeting notices in common areas as requested by the Board of Directors.

Mail all ballots, and ensuring the integrity of the election process per Washington State RCW

Post all member payments by recording cash, checks, credit card and other transactions.

Post receivables by verifying and entering transactions from Post Office box and local deposits.

Verifies validity of account discrepancies by obtaining and investigating information

Resolves collection by examining member payment plans, payment history, late fees, and coordinating with the President and the board

Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable accounts, verifying totals, and preparing reports

Protects Rhododendron Park Maintenance Company information and member information as confidential

Invoice and provide documents to title companies and other legal entities pursuant to By-Laws

File legal documents with County and/or state including but not limited liens and judgements

Qualifications:

Must have own transportation

QuickBooks Pro Experience required

To-year accounting degree and or related experience. Experience in accounts receivable preferred.