

Presque Isle Harbor Association

Job title: Administrative Assistant - Bookkeeper

Work Location: Presque Isle Harbor Association (Clubhouse)

6424 Kauffman Rd

Presque Isle, MI 49777

Hours: Full Time, Flexible week-day Schedule

About Presque Isle Harbor Association-

The Presque Isle Harbor Association is a Michigan Corporation which promotes the health, safety, and welfare of the residents and property owners within the Presque Isle Harbor subdivisions in Presque Isle and Krakow Townships, Michigan.

We are currently searching for an individual to fill the position of Administrative Assistant/Bookkeeper. This position works closely with and reports directly to the Executive Director.

Job Responsibilities

In this position, you will be responsible for the administration of assigned office tasks and management of financial data to ensure accuracy and compliance. You will also have frequent contact with association members in a client services role.

Key responsibilities include:

- Recording Financial Transactions: Accurately record all income, expenses, and financial activities using accounting software.
- Maintaining General Ledger: Ensure the accuracy of the general ledger by reconciling accounts and correcting discrepancies.
- Preparing Financial Statements: Generate monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Accounts Payable and Receivable: Track invoices, payments, and overdue accounts while maintaining strong vendor and client relationships.
- Maintains Membership Management System accounts database.

- Bank Reconciliation: Reconcile bank statements with internal records to identify and resolve discrepancies.
- Maintain employee personnel files.
- May assist with scheduling and supervision of part-time staff.
- Payroll Processing: Manage payroll operations, including calculating wages, withholding taxes, sick time and vacation accruals & use, and issuing payments.
- Compliance and Audits: Ensure compliance with financial regulations and assist with internal or external audits.
- Tax Compliance: Collaborate with accountants to prepare and file tax returns and process payments accurately and on time.

Required Skills, Experience, and Qualifications

Must-have:

- High school diploma or equivalent; associate degree in accounting or finance preferred.
- Proficiency in QuickBooks accounting software, MS Excel, Word, and Outlook.
- Strong understanding of bookkeeping principles, tax and legal compliance.
- Exceptional attention to detail and organizational skills.
- Ability to analyze financial data and identify discrepancies.
- Strong communication and interpersonal skills for vendor and client interactions.

Nice-to-have:

- Advanced degree in Finance, Business Administration, or Marketing.
- Experience working in a property management office setting.
- Multitasking skills for managing multiple projects simultaneously.
- Advanced proficiency in Quickbooks and Microsoft Excel, including creating reports, pivot tables and using formulas.

Success Criteria

To excel in this role, you must:

- Consistently produce error-free financial reports within deadlines.
- Maintain a 100% accuracy rate in recording and reconciling financial transactions.

- Exhibit proactive communication to address potential financial discrepancies promptly.
- Demonstrate reliability by adhering to deadlines and responding to inquiries in a timely manner.
- Build strong relationships with clients, vendors, and team members by providing professional and courteous service.

Compensation

Starting Salary: \$42,000 – \$48,000 depending on experience and qualifications.

Benefits

We prioritize employee well-being and professional development. Our benefits package includes:

- Paid time off and flexible scheduling for work-life balance.
- Employer match to employee initiated retirement plan.
- Employee use of member facilities including Clubhouse.

Application Process

- To apply, please submit your resume and a cover letter outlining your Administrative and bookkeeping experience and qualifications. Qualified candidates will be contacted within two weeks for an initial phone interview, followed by an in-person or virtual meeting.
- As part of the PIHA's employment screening process, any applicant to whom an offer of employment is made must pass a test for controlled substances. The offer of employment is conditioned on a negative test result.

For inquiries, contact Timothy Supinger, Executive Director at (989)595-2411, or email tsupinger@presqueisleharbor.org. This job posting will remain open until filled.