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Job summary

Seeking a part-time bookkeeper for an Acadiana area HOA of 500+ properties to provide bookkeeping, assessment collection, financial reporting, and financial oversight for the association. Maintain accurate financial records, support budget and reserve planning, and coordinate financial matters with the Manager, treasurer, president, committees, and contracted lien filer. The board retains financial approval and signatory authority. Estimate of 7-9 hours per week with slightly higher work hours during January and June.

Assessments and homeowner accounts

- Invoice annual assessments, record payments, and issue electronic invoices when requested. Make regular bank deposits.
- Check the association mailbox and HOA drop box weekly, with more frequent checks during January and June when assessments are due. Forward nonfinancial mail to the Manager or appropriate board member.
- Respond promptly to billing and dues inquiries. Notify the Manager or treasurer of anticipated vacations or limited email access.
- Coordinate payment plan requests and supporting documentation with the board. Maintain homeowner billing records, research clerk records as needed, and coordinate changes with the Manager's homeowner contact records.
- Apply late fees and board-approved violation fines. Coordinate with the Manager on notices, fine amounts, timing, and account status.
- Coordinate the lien process with the board and the external lien filer already under contract. Maintain the active lien list and supporting account records.
- Apply Yard of the Month dues credits using tracking records supplied by the Manager.

Payments and accounting records

- Pay association bills semi-monthly, subject to required approvals. Deliver checks to the treasurer for signature and scan invoices to the Billing folder in Google Drive.
- Ensure each printed check has an invoice, receipt, or internal email chain documenting spending approval.
- Monitor automatic utility drafts for consistency with expected budget ranges and flag discrepancies.
- Maintain an accurate database of association income and expenses, organized financial support records, and secure custody of the association checkbook and authorized bank login information.

- Reconcile bank accounts monthly, provide quarterly financial reports to the board, and produce and maintain annual financial statements.

Financial oversight and planning

- Compile and maintain the annual budget, coordinate budget development with the board and committees, and attend budget meetings or financial Zoom calls.
- Track yearly expenditures against vendor contracts, approved supplemental expenses, individual committee budgets, and reserve planning priorities. Report variances and matters requiring board action.
- Coordinate and document Financial Committee meetings. Maintain composite lot status records relevant to financial administration.
- Track reserve fund expenditures and special project or capital improvement spending against the approved budget and reserve strategy; coordinate project status information with the Manager and board.
- Coordinate documentation requests for financial reviews or audits. Supply financial information for annual meeting notices, budget mailouts, and financial reporting communications.
- Track homeowner financial inquiries and responses in coordination with the Manager.

Corporate filings and board authority

- Update Secretary of State information annually and as needed, including required electronic payments. Coordinate corporate records and registered agent information with the Manager and board.
- Support board administration of financial access and credentials for the checking account, reserve fund, Edward Jones, and QuickBooks, within access authorized by the board.
- Prepare supporting records for reserve transfer requests. Initiation and authorization requiring signatory access remain board responsibilities, including president approval in the bank system.
- Check signing remains a board responsibility. Support the board's check signing every two weeks by preparing complete payment documentation.

Coordination and service expectations

- Keep homeowner information, financial records, account access, and board matters confidential.
- Coordinate financial actions with the Manager, including violation fines, liens, payment plans, homeowner record changes, and Yard of the Month credits.
- Provide related bookkeeping assistance requested by board members. Refer approval decisions and matters requiring board authority to the board.

Required skills and capabilities

- Experience using QuickBooks Cloud version to maintain income and expense records, manage homeowner accounts, reconcile bank activity, and produce financial reports.

- Ability to prepare and maintain budgets, compare spending with approved allocations, explain variances, and track reserve funds and project expenditures.
- Ability to process invoices, checks, deposits, electronic payments, and automatic drafts accurately and retain clear supporting documentation.
- Ability to administer assessments, late fees, approved fines, payment plans, dues credits, and lien account records, coordinating with the board and contracted lien filer.
- Working knowledge of Google Workspace, including Gmail, Google Drive, and Google Sheets, to share records securely and maintain organized financial files.
- Ability to complete online Secretary of State updates and required payments, and organize documentation for financial reviews or audits.
- Careful attention to detail, reliable follow-through on recurring deadlines, and clear communication with homeowners, the Manager, and board members.
- Ability to protect confidential information and account credentials, work within approved access and authority, and identify discrepancies requiring board review.