

**Lake Thunderbird Association**  
**Job Description**  
**Accountant – Part Time**

At Lake Thunderbird Association (“LTA”), the Accountant is responsible for all financial functions necessary to provide accurate financial information to the LTA Board of Directors and membership. This includes processing payroll and accounts payable, reconciling bank accounts, and preparing periodic balance sheet and income statements. We are currently seeking a qualified individual for this part-time role. The ideal candidate will be a self-starter who has excellent communication skills, attention to detail, and can work independently. This person should have experience performing accounting functions in a small company, and experience using Quickbooks accounting and Microsoft Office tools. The ability to multitask and meet changing deadlines is essential for this position.

**Objectives of this role**

- Provide financial oversight of all business transactions for the LTA
- Prepare concise financial information to enable compliance with the LTA Board of Directors’ fiduciary responsibilities

**Responsibilities**

- Process accounts payable, reflecting necessary approvals and accurate general ledger account classifications;
- Process bi-weekly payroll, including all federal and state tax reporting requirements;
- Reconcile bank statements with general ledger accounts;
- Prepare monthly balance sheet and income statement reports;
- Review financial results and record adjusting journal entries as necessary to comply with Generally Accepted Accounting Principles (GAAP);
- Recommend appropriate investment of LTA funds;
- Safeguard all financial assets of LTA;
- Lead the preparation of the annual budget;
- Prepare information and serve as the main contact for external and internal audits;
- Maintain accurate information in all financial systems;
- Prepare financial analyses as needed, to insure fiscally sound business practices; and
- Provide ad hoc support to lake manager and office staff, including but not limited to other departments.

**Required skills and qualifications**

- Associates Degree in Accounting;
- At least five years accounting experience in a small business setting;
- Knowledge of Quickbooks or similar accounting system software;
- Knowledge of GAAP;
- Ability to maintain a professional demeanor in challenging situations;
- Excellent written and verbal communication skills;
- Ability to maintain confidentiality of association information;
- Team player, ability to work with others;
- Strong time-management and multitasking abilities;
- Proficiency with office applications, and aptitude for learning new software and systems; and,

**Preferred skills and qualifications**

- Proficiency with Microsoft Office products; and,
- Ability to lift at least 15 pounds, bend, stretch, sit and stand for extended periods of time.