



Job Description

POSITION: Accountant

CLASSIFICATION: Salaried/Exempt

REPORTS TO: Accounting Manager

Description: The Accountant is responsible for areas relating to accounting functions and supporting financial reporting. The position is responsible for daily, weekly, and monthly accounting tasks including supporting financial reporting, assisting with year-end audit preparation and budget and forecast activities. The position is responsible for adhering to accounting procedures and ensuring accurate recording of financial transactions.

Essential Duties:

- 1. Manage owner's assessment records and billing process.**
 - a. Maintain current and accurate records to ensure correct addresses, billing density and rates throughout the year.
 - b. Manage Receipting / Deposit Process
 - c. Monitor Lockbox Receipts.
 - d. Prepare quarterly billing.
 - e. Billing Inquiries
 - f. Prepare prepay discount entries and related invoices in January and February of each year.
 - g. Post automatic payments to owner accounts.
 - h. Prepare monthly analysis of accounts receivable aging and perform necessary collections procedures per TMVOA policy and work with General Counsel to seek collections.
 - i. Monitor foreclosure lists with monthly collections.
- 2. Assist with Lease Management**
 - a. Manage accounting terms for the property leases for TMVOA and track necessary dates to help ensure compliance is met with all leases including:
 - i. Renewal dates
 - ii. Rate increases
 - iii. Compliance / Reporting / Audit Requirements
 - b. Staff Accountant will handle all billings and receipts from tenants to ensure all are in compliance with the lease.
- 3. Assist with Real Property Conveyance Processing**
 - a. Communicate with title companies regarding outstanding assessments owed prior to sale (HOA Status Requests)
 - b. Post all RETA payments.
 - i. Execute RETA Information Sheet and return to title companies for recording.
 - ii. Scan RETA and deed documents and save to server and property records within the accounting system.
 - iii. Update all necessary records (including NetSuite) from RETA activity.
 - iv. Post dues paid at closing to appropriate accounts.

- v. Reconcile RETA activity to monthly San Miguel County Recorders data.
 - vi. Maintain continual RETA financial analysis and forecast spreadsheets.
 - c. Reconcile all conveyances to San Miguel County Recorders data and ensure that accounting / election records are updated timely.
 - d. Manage correspondence with owners/tenants regarding account balances, mailing address questions, change of owner contact information, etc.
 - e. Communicate with title companies regarding outstanding issues after sale.
 - f. Post all RETA Exemption Transfers upon execution of RETA Exemption Applications by Accounting Manager or General Counsel.
 - g. Prepare monthly RETA report for monitoring report.
 - h. Maintain list of conveyances to follow up on with Legal Counsel; Initiate communication for RETA collections and/or RETA Exemption Application requests when necessary.
- 4. Accounts Payable**
- a. Process accounts payable invoices as approved by Operations Administrator and/or Directors.
 - b. Prepare weekly check disbursements; request appropriate signatures for all checks.
 - c. Post disbursements to Positive Pay.
 - d. Maintain necessary compliance information regarding disbursements – W-9’s, etc.
 - e. Assist with annual compliance reporting (1099’s).
- 5. Cash Management**
- a. Check bank accounts online daily; post credit card payment deposits, ACH payments made, and review Positive Pay.
 - b. Provide updates to Accounting Manager as needed with detailed cash requirements information and process any necessary transfers with approval of Accounting Manager.
 - c. Manage cash between lockbox, checking, money market and investment accounts.
 - d. Reconcile all bank accounts monthly, including investment accounts.
 - e. Communication with banks, investment firm, etc. when necessary; facilitate change of bank signatories on an annual basis.
 - f. Assist with preparation of RFP for banking and investment services every 3 years with the help of the Accounting Manager, FAB Committee, and Investment Committee. Review RFPs and research the best options for TMVOA to make a recommendation to the Board.
- 6. Assist with Financial Reporting/General Ledger Maintenance**
- a. Review account activity and balances
 - b. Assist with preparation of quarterly financial reports, as needed.
- 7. Assist with Annual Audit and Tax Return**
- a. Pull audit sample documents (disbursements, deposits)
 - b. Prepare all necessary reconciliations, schedules, confirmations required by auditors. Perform all necessary audit adjustments and reconcile final report to internal accounting system with the help of CPA consultant.
 - c. Assist with preparation of RFP for audit services every 3 years with the help of the Accounting Manager and Finance, Audit, and Budget Committee.
- 8. Assist with Voting Database Management**
- a. Maintain controls and system to most effectively manage TMVOA’s voter database to ensure it is always current and includes all necessary data for each election.
- 9. Assist with Records Retention Management**
- a. Maintain digital and/or paper copies of all TMVOA records in accordance with the Amended and Restated Resolution of the Telluride Mountain Village Owners Association Regarding Amended and Restated Policies and Procedures for Retention, Inspection and/or Copying of Association Records
 - b. Ensure daily data backups in conjunction with the Operations Manager
- 10. Debt Compliance**
- a. Review and process Gondola Debt payment on bi-annual basis.
 - b. Review and process Line of Credit payment on monthly basis.

Required Skills and Prior Experience: Three to Five years prior experience in the accounting area preferred. Staff Accountant must have strong verbal and written communication skills, strong interpersonal and customer service skills. Staff Accountant must be able to multi-task, work under pressure, and meet deadlines. He or She must be proficient in Microsoft Word, Excel, and Power Point and must have experience with accounting systems.

Resume Submission: Please submit your cover letter and resume directly to tmvoa@tmvoa.org

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Employee may be asked by supervisors or managers to perform other instructions and duties. Employee will be evaluated in part based upon your performance of the tasks listed in this job description.

TMVOA has the right to revise this job description at any time. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.