

Accounting Bookkeeper

HOAServices

Grand Junction, CO

- \$19 to \$22 Hourly
- Full-Time

Job Description

HOAServices is an HOA Mgmt. company in Grand Junction, CO, and we are looking for a team member who will function as both a bookkeeper/accountant at one location and assist as a Property Manager at another location. The Property Manager portion of this job would be Monday/Wednesday/Friday from 10 AM – 2 PM. The remainder of the office hours would take place at our downtown office in Grand Junction between the hours of Monday through Friday 9am-5pm.

A background in property management or HOA management is preferred.

This job is front facing and an absolute must is customer relations and treating the client professionally and patiently at all times.

There will be on the ground training for the condominium portion of the job. This team member would assist with owner/building needs, such as:

- Assisting residents with generating/reprogramming key fobs
- The residents of the building are mostly retirees and they will need assistance with their HOA ledgers
- Communicating professionally with clients that may not be tech savvy
- Responsive, responding in a timely way to complaints and creating work orders that are sent to the Board of the Association for review, prior to approving
- Attending HOA Board Meetings and recording minutes
- Able to read and comprehend contracts/documents and regular refer to the Association's governing documents, which include the Declaration/CCRs, Bylaws and Policies & Procedures
- Friday attendance is a must. On Friday afternoon, this position requires 10 minutes of manual labor, which includes moving/rolling a filled dumpster away from the trash shoot and rolling an empty dumpster in its place for weekend debris.
- Project management/ coordination on work orders, building inspections
- Professional communications (emails, phone calls, in person communications) between owners, vendors, and management

While in the main, HOA office, the primary scope of work includes:

- Bookkeeping/Accounting within a small team of bookkeepers/accountants
- Using Outlook, Teams, Google, Chat GPT, and Buildium (an HOA specific software system and owner's portal)
- Critical thinking skills, independent research, and problem solving to resolution, ability to follow existing processes/procedures
- Must have accrual accounting experience, as mandated for HOA accounting in the state of CO.
- Must be self-driven and take direction and work well with team members.
- Must have valid driver's license and be able to pass a background check.

- Must have at least 3 years bookkeeping/accounting work history and references
- Must have attention to detail, processing volume with accuracy
- Must have customer service skills
- Must have reliable transportation

The 30-40 hours per week are somewhat flexible, aside from staffing the condominium association (COA) office hours that are set Mon., Wed., & Friday, from 10 AM – 2 PM. Therefore, 12 hours a week are set at the COA. The remaining 18-28 hours are flexible as long as 30-40 hours of in office time are completed each week.

Company Description

HOAServices is a small, Homeowners Association Mgmt. company located in Grand Junction, CO. We are a team and we support our working family. This means that as long as work is completed in a timely manner, we support our team members working with flexible schedules that meets everyone's needs. If you are looking for a work environment where you are treated respectfully and truly an important part of the team, we want you to reach out.

Why Work Here?

Supportive team and the ability to flex time in any given work-week. Potential for benefits in the future if full time.

Address

HOAServices

607 S 7th St. Grand Junction
Grand Junction, CO

If interested, please send a resume and cover letter to annie@hoaservicesco.com. Thanks!