



ACCOUNTING & HR COORDINATOR

JOB DESCRIPTION

Job Code:	8810	Employee Type:	Full-Time, Year-Round
Reports To:	Finance & HR Manager	Prepared By:	Abigail Tietjen
FLSA Status:	Non - Exempt	Approved By:	Abigail Tietjen
Department:	Administration	Date Approved:	4/21/2022

Summary

Assist with administration of accounting and human resources for the residential and commercial owners of Copper Mountain Resort (CMR) community. The Accounting and HR Coordinator is responsible for all daily accounting tasks such as but not limited to accounts payable, accounts receivable, collections, and various HR tasks. This position will also provide administrative support to department managers, staff, and board members of Copper Mountain Resort Association (CMRA), The Village at Copper (VAC), and POLA.

Essential Duties & Responsibilities

- o Assist Finance & HR Manager with Accounting, HR, and administration duties
- o Administer all company (CMRA & VAC) accounts receivable and accounts payable using Quickbooks Online (QBO)
- o Ensure that all reported financial results comply with GAAP and are to the utmost accuracy

Accounting Responsibilities

- o Enter all surcharge reports received for CMRA into QBO
- o Match up deposits for QB Merchant Acct and Bill & Pay Customer Portal
- o Print checks for all payables once a week to ensure vendors are paid in a timely manner
- o Enter credit card reports for the Alpine Bank credit cards
- o Invoice homeowners and commercial dues for both companies quarterly via e-mail or mail
- o Work to collect delinquent A/R balances following the collection policy
- o Prepare 1099s each January and disperse
- o Assist Finance and HR Manager with other projects as assigned
- o Ensure all filing is completed in a timely manner
- o Maintain member (Homeowner and Merchant) accounts in QBO
- o Maintain Vendor accounts in QBO
- o Respond to all homeowner calls and emails for account inquiries
- o Complete HOA Status request forms for closing companies
- o Experience Gift Card Program – provide support for gift card processing, mailing, and troubleshooting in Admin Coordinator absence.

HR Responsibilities

- o Assist HR Manager with job postings/ads and onboarding new employees
- o Complete payroll in Finance & HR Manager's absence
- o Track safety program completion for Operations Team
- o Help plan and execute employee celebrations, lunches, etc.
- o Track and update annual Integrated Employee Housing survey report
- o Attend all board meetings and take meeting minutes.

General Responsibilities and Duties

Must be able to work 40 hours per week
 Maintain high standard of customer service and member satisfaction according to company goals
 Continue education and take specialized trainings to maximize job efficiency and potential
 Assist in other departments/office coverage as needed
 Create a warm, welcoming environment contact for guests & stakeholders that visit the office.
 Other Duties as assigned

Qualifications

Bachelors degree or higher
 3+ years of Accounting Experience
 Strong knowledge of Microsoft Office, QuickBooks and Computer Software Systems
 Highly adaptive and must be a resourceful individual with a high attention to detail and accuracy
 Ability to multi-task and complete projects in a timely basis independently
 Must be able to lift and carry items up to 50lbs
 Strong time management and organization skills