

**Part-time Office Manager
Lake Marcel Community Club Inc.**

The Lake Marcel Community Club is a Homeowner's Association located in Carnation. This lake community has an immediate opening for a part-time office manager to support the HOA Membership and Board of Directors. This position will work an average of 20 hours per week with an hourly rate ranging from \$18-21 DOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages routine office tasks, including processing mail, copying, filing and data entry
- Manages and monitors email and website accounts
- Communicates over phone, email and in person with community members, insurance agents, county agents, escrow agents & realtors in accordance with LMCC policy
- Drafts all correspondence
- Produces quarterly community newsletter
- Maintains and updates all LMCC records, both hardcopy & digital
- Assembles welcome packets for new members
- Coordinates with vendors providing services to LMCC
- Assures accurate and timely processing of all accounts payable/receivables and bank deposits
- Works with LMCC Treasurer to generate monthly financial reports and billing statements in QuickBooks
- Prepares and files liens and satisfaction of liens with King County
- Responds to title and escrow companies requesting HOA and member information for property transfers
- Researches information pertaining to county and state codes
- Works with LMCC Secretary to prepare materials for board and general membership meetings
- May attend monthly board meetings
- Purchases office supplies
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School diploma or GED required
- 1 year of experience in an administrative support role
- Strong working knowledge of computer systems with emphasis on Microsoft Word, Excel, Outlook & Publisher
- Professional phone etiquette
- Excellent oral and written communication skills
- Strong attention to detail
- Ability to work independently with little direction

PREFERRED QUALIFICATIONS:

- Working experience with Intuit QuickBooks, MailChimp and WordPress
- Accounting/bookkeeping skills
- Experience processing liens and escrow demands

This position also offers convenient parking, flexible hours, casual work environment and dress code in a parklike setting with a lovely lake view. Our ideal candidate will be an independent contributor who is highly organized with great attention to detail and the ability to maintain confidentiality at all times.

To apply, please email your resume, with complete contact information, to **Ikmarcel@frontier.com**. Due to limited business hours, we will not take applications over the phone or respond to candidate calls.