

TUCSON ESTATES PROPERTY OWNERS' ASSOCIATION IS HIRING FOR A SKILLED BOOKKEEPER



5900 W. Western Way Circle ♦ Tucson, AZ 85713 ♦ Phone (520)-883-1440 ♦ Fax (520)-883-8525

Tucson Estates is a 55 and Older Community

POSITION

Must be able to meet deadlines and complete the necessary daily, monthly and annual accounting function with a high degree of accuracy.

Daily interactions with member owners or renters, vendors, and advertisers in person, via email or by phone.

Complete Daily Deposits and posting of assessments

Periodically audit cash drawers and petty cash

Knowledge of Fixed Asset/Depreciation Accounting

Knowledge of budgeting processes

Familiarity with accounting software and excel

Learn and represent the Governing Documents and be able to convey, as necessary.

Knowledge of fund accounting a plus

EXPERIENCE

Accounting: 2 Years Preferred

Salaried- Monday through Friday

401 (k)

Dental insurance

Flexible schedule

Health insurance

Paid time off

Vision insurance

Mission Statement: The mission of the Tucson Estates Property Owner's Association, Incorporated is to provide significant service and facilities, designed for the physical, social and economic needs of all residents. We will provide a caring, compassionate, safe and comfortable community. We will maintain quality facilities for our residents, with a goal of improving their quality of life.