

**JOB POSTING
FINANCE ANALYST
LAKE RIDGE PARKS AND RECREATION ASSOCIATION (LRPRA)**

The Finance Analyst position reports directly to the Director of Finance and IT and is responsible for GL and homeowner account analysis, preparing monthly bank reconciliations, assisting with preparation of monthly financial statements, and providing backup assistance on payment processing, A/P processing and HOA requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES – Estimated 80% of total hours

- Prepares homeowner account adjustments; calculates foreclosure write off adjustments.
- Reviews status of delinquent accounts with Finance/Assistant Finance Director and initiates approved collection action (liens, judgments and garnishments) with attorney. Prepares appropriate reports.
- Responds to requests from Association attorney on delinquent and bankrupt accounts.
- Prepares HOA requests for title/settlement companies and banks.
- Responds to homeowner requests for account information and re-finance letters.
- Prepares monthly bank reconciliations for review by Director/Assistant Director of Finance.
- Prepares monthly journal entries. Analyzes GL accounts and assists with the preparation of monthly financial statements. May assist in the preparation of the Association annual budget.

OTHER RESPONSIBILITIES AND DUTIES – Estimated 20% of total hours

- Provides back up support to the Credit Analyst and Accounts Payable Administrator.
- Coordinates Association's HomeWise account; ensures information is current and accurate.
- All other Duties as assigned.

JOB INFORMATION

- Full-time hourly position (Monday – Friday, 8AM-5PM)

QUALIFICATIONS

- 3+ years of accounting related experience. A 2-year Associates Degree preferred.
- Good accounting and analytical skills with collections and AP experience a plus.
- Good people skills, diplomacy and innovative problem solving.
- Good oral and written communication skills.
- Proficiency with Microsoft Office, Excel, graphs and report writing.

APPLICATION PROCESS

Candidates should apply to LRPRA, 12350 Oakwood Drive, Lake Ridge, VA 22192 at myuenger@lakeridgeva.com Attention: Michael Yuenger, Director of Finance and IT

EQUAL OPPORTUNITY EMPLOYER