

**POSTING BY  
LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.  
SENIOR ACCOUNTANT**

This position reports to the Director of Finance. The primary duties are assisting in the day-to-day operation of the Finance Department as established by the policies and procedures of the Board of Directors, Chief Operating Officer/GM and Director of Finance. This includes assistance and oversight in the department, preparation of financial reports (monthly income statement, balance sheet, collections, accounts payable, accounts receivable, bank reconciliations), attending Finance Committee Meetings and all other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES – Estimated 85% of total hours**

- Ensure the timely delivery of financial reports to Board of Directors.
- Assist in the preparation of the Association’s annual budget.
- Provide accounting guidance to department and other staff.
- Ensure timely and accurate payment of all invoices and expenses.
- Assists in the closing of financial records at the end of the fiscal year and in the preparation of documentation for the annual financial audit.
- Assists the Director of Finance and the department Legal Liaison in the development of effective Association collection policies and procedures.
- Successfully work with Association legal counsel and internal staff to reduce and minimize delinquencies.
- Provides input and assists the Director of Finance in completing Finance Department employee reviews.

**OTHER DUTIES AND RESPONSIBILITIES – Estimated 15% of total hours**

- Attend evening meetings as required.
- Assist and support maintenance of the Finance Department files and records.
- All other duties as assigned.

**QUALIFICATIONS**

- College or University degree in Accounting required. CPA preferred.
- Strong financial skills and attention to detail.
- Ability to communicate effectively - orally and in writing.
- Strong customer service skills.
- Financial background in Community Management or similar industry preferred.
- Familiarity with Vantaca or ability to learn.

**APPLICATION PROCESS**

Interested candidates should submit a cover letter and resume to Lake Ridge Parks and Recreation Association, Chief Operating Officer/GM, 12350 Oakwood Drive, Lake Ridge, VA 22192. E-mails must be sent to [imutlu@lakeridgeva.com](mailto:imutlu@lakeridgeva.com). No Phone Calls.

Equal Opportunity Employer