

# Office Administrator

**Wintergardens Co-operative Park** is looking for an **Office Administrator**. We're a 55+ gated community in Yuma, AZ that is owned and run by its shareholders. Most of our residents come during the winter months to not only enjoy our great sunshine city, but to relax and to play in all the activities our specific park offers.

The position of our Office Administrator is a critical role in assisting us in maintaining a positive and harmonious environment for both shareholders and employees. Thus, we're seeking someone comfortable with working directly with people, and yet, having the office skills required to effectively oversee the business side of our community.

## **Position Overview:**

The Office Administrator is responsible for managing the business office functions at the community and working directly with the elected Board of Directors with respect to the month end close, accounting and budgeting. This position, also, serves as the community's primary resource for handling and managing questions/inquiries from our shareholders and seasonal renters as well as from our own employees related to, among other things, cash receipts, billing, vendor payments, and expenses.

**Compensation:** Negotiable; Non-exempt from overtime pay.

**Job Type:** Full-time

**Schedule:** Monday to Friday

## **Benefits offered for this position include:**

- Paid Time Off and Sick Time
- Tuition Reimbursement
- Career development opportunities

## **Education:**

- Associate (Preferred)

## **Experience:**

- Expense management: 1 year (Preferred)
- Business office functions: 2 years (Preferred)
- QuickBooks proficiency and report generation: 1 year (Required)
- Microsoft Office Suite: 1 year (Required)
- General accounting: 1 year (Preferred)
- Billing and collections: 1 year (Preferred)

**Work Location:** One location at 2700 W 8<sup>th</sup> St, Yuma, AZ 85364

**Please submit your resume' to: [CareersatWG@gmail.com](mailto:CareersatWG@gmail.com)**