



Shenorock Shore Club Position Description

Accounts Receivable Bookkeeper

Revised May 2021

Position Description: Collects charges, prepares and mails statements to members, reconciles and posts member payments received, assists with maintenance of employee files, assists with bank reconciliation and preparation of accounting office reports.

Position Responsibilities:

- Deposits to the bank
- Post member payments to Jonas system
- Compile and maintain files on all non point-of-sale charges to members for summer programs, private functions, guest fees, boating fees and post to Jonas system
- Maintain membership data base in Jonas system... new members, address changes, status changes, category changes, dependent information, etc...
- Respond to member billing inquiries and / or requests
- Assist Point-of-Sale users with creating new sales items, price changes, menu design, etc...
- Perform end of month accounts receivable procedures - post adjustments to member accounts - bill membership dues, minimum and finance charges, print member statements and mail them out - maintain audit trail for all entries
- Assist controller with reports, spreadsheets, audit preparation, and bank reconciliations
- Assist with accounts payable whenever necessary
- Assist with hand scanning and other payroll related items whenever necessary
- Perform other functions from time to time as may be requested

Schedule: Flexible 25 to 30 hour week, four to five days per week Monday through Friday

Reports to: Controller

Supervises: There are no supervisory duties with this position.

To apply: Candidates can call the Club and ask for Club Controller Janet Hall or email her directly at jgrizzaffi528@aol.com