



CANYON LAKE

PROPERTY OWNERS ASSOCIATION (951) 244-6841 www.canyonlakepoa.com

31512 Railroad Canyon Road • Canyon Lake • CA • 92587

JOB OPENING ANNOUNCEMENT

ACCOUNTING TECHNICIAN

Compensation *(depending on experience and qualifications)*

Hourly	16.80 – 21.40
Per Pay Period (26)	1344.00 – 1712.00
Annually	32,944.00 – 44,512.00

The Canyon Lake Property Owners Association (CLPOA) is currently accepting applications to fill two (2) Full-time *Accounting Technician (approximately 32 – 40 hours per week)* in the Accounting Department. The ideal candidate will have at least three (3) years of experience in accounting or bookkeeping.

- Classification:** Regular / Full-time
Benefits: Eligible - Yes
Closing Date: Open until filled, APPLY ASAP – applications will be screened as they arrive and a decision will be made as soon as a qualified candidate is located

Brief Job Description and Responsibilities

This position reports to the Director of Finance and interfaces with community members, vendors, government agencies, attorneys, and other CLPOA employees. The Accounting Technician will perform accounting support and administrative work in the preparation, processing, and maintenance of varied accounting registers, schedules, and financial records; and performs other work as needed.

Requirements

Education, Skills, and Experience:

- High School Diploma or equivalent, supplemented by college-level coursework and/or technical training in accounting
- Strong understanding of accounting theory and practice
- Minimum of three (3) years accounting/finance experience
- 10-key by touch
- Accuracy, confidentiality and attention to detail are a must
- Excellent communication skills and interpersonal skills with a customer service focus
- Must be able to work independently and meet assigned deadlines
- Proficient in MS Office (Word, Excel, Access & Outlook)

Benefits

The CLPOA offers a competitive benefit package that includes the following:

- Paid time off including 10 paid holidays
- Health, dental, and vision insurance
- Retirement

How to Apply

1. Job application
 - an employment application can be picked up in the HR Department
 - or downloaded via www.canyonlakepoa.com under “forms”
2. Personal resume and cover letter

All applications and resumes shall be submitted to the HR Department as soon as possible. Applications and resumes can also be emailed ATTN: Human Resources Specialist, Aimee Bohnert at abohnert@canyonlakepoa.com or fax to (951) 246-1770. For more information, contact the HR Department at (951) 244-6841, ext. 218.