

The Legacy Golf and Tennis Club Accounts Receivable Position

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications, knowledge and skill requirements for this position include:

- Associate or Bachelor's degree in Accounting, Business, Finance, or a related field from an accredited institution;
- A minimum of two (2) years of proven work experience; in Accounts Receivable within the Hospitality Industry;
- Proven experience with **Microsoft Office Suite**: Outlook, Excel, Word;
- **Experience with Jonas Club Management software is required;**
- Professional appearance and demeanor;
- Enjoy meeting people and developing relationships;
- Strong communication skills – both verbal and written following professional business conventions;
- Strong business aptitude and the ability to research and problem-solve;
- Ability to work with people in pressure situations;
- Ability to maintain strict accuracy and be detail-oriented;
- Ability to be well organized;
- Ability to keep records and information in the strictest confidence;
- Ability to work independently as well as with others and be self-motivated;
- Ability to create and implement systems to improve efficiency;

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Providing exceptional customer service and support to members through telephone, email, and direct contact;
- Processing billing and reconciliation of receivables through Jonas Encore;
- Researching and responding to member's account questions via email, phone and in person;
- Supporting all activities of the Administrative Office;

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to;

- Answering specific inquiries on member accounts;
- Billing, monitoring, and collecting payments from members;
- Working closely with other departments to ensure member satisfaction;
- Understanding new member application processing, and creating accounts for the same;
- Understand the privileges of each membership category, and bill accordingly and accurately.
- Apply charges and payments to member accounts and provide accurate and detailed reconciliations;
- Monitoring and collection of past due accounts;

- Maintain and provide supporting documentation as requested for audits;
- Having flexibility in schedule to service members during peak periods;
- Ensuring records and information are kept in the strictest confidence;
- Completing all other duties as assigned by the Office Manager, General Manager, and Board of Directors

PHYSICAL REQUIREMENTS:

This position requires the ability to sit, stand, walk, bend, lift, reach up, stoop, and occasionally carry items over five (5) pounds. It also requires manual dexterity to operate standard office machines, such as copiers, faxes, calculators, telephones, and other equipment as necessary. The Legacy Golf and Tennis Club expects its employees to follow proper safety standards while employed by the Club.

All salary calculations start at \$20.00 /hour and are based on the candidate's education and experience.

Job Type: Full-time

Pay: Based on experience

Expected hours: 40 per week

Schedule: 8-hour shift

Work Location: In-person

Our employee's health and welfare is important to us.

We prioritize our employees' health by providing Affordable Health Coverage and Generous Paid Time Off. The Club pays 80% of Health Insurance Premiums and provides ample vacation, personal, and sick leave.

Benefits:

Health Insurance

Dental, Vision, and Life Insurance available for purchase at group rates

Paid Time Off

Professional Development Assistance

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