

Lake Wallenpaupack Estates is a beautiful community in North Poconos at the western end of Wallenpaupack Lake in Greentown, Pike County, Pennsylvania. Outdoor enthusiasts can experience hiking, canoeing, white-water rafting, horseback riding, mountain biking and climbing and, of course, all the activities around and on Wallenpaupack Lake. In the midst of such natural beauty and attractions, Lake Wallenpaupack Estates is a perfect place to own a vacation home or to live year-round.

OFFICE MANAGER POSITION

The Lake Wallenpaupack Estates Property Owners Association (LWEPOA) is seeking an Office Manager for the Homeowner's Association. Please submit a resume along with three references, at least one of which should be work related.

E-mail resume and references by May 27, 2022 to lwepoasecretary@ptd.net

Applicants deemed qualified for the position will be contacted and requested to attend an in-person interview at the community office in the clubhouse at 104 Clubhouse Drive, Greentown, PA 18426.

Job Description:

Position Title – LWEPOA Office Manager

Summary of duties and responsibilities

- This position serves as the primary focal point of services and community information for the Lake Wallenpaupack Estates Property Owner's Association (LWEPOA) and its Board of Directors. This association has several hundred members comprised of homeowners and lot owners. The Office Manager interacts with members and vendors, as well as limited temporary staff.

Responsibilities:

Operate the office administrative functions such as but not limited to

- Corresponding with members and vendors through incoming and outgoing emails, letters, faxes, or phone calls
- Managing member dues collections and optional community service packages
- Maintaining the Quickbooks accounting data and ensuring system backups, balance accounts, pay bills, and prepare financial reports.
- Preparing and filing documentation
- Developing working knowledge of community by-laws and rules
- Maintain the appearance of the clubhouse office and main floor
- Periodic monitoring and recording of water well systems performance within the community
- Maintaining the Clubhouse security system and associated databases
- Coordinate communications and action items with the members of the Board of Directors
- Supervise part-time, temporary staff providing seasonal support to the community (grass cutting, clean-up, etc.) to include processing the payroll

Experience and Skills:

- Strong written and verbal communication skills to interact with community member, vendors and contractors
- Organization and the ability to multitask to complete a wide variety of tasks
- Experience working in a modern office environment using Microsoft Office, email, network, and internet connectivity
- Ability to deal with conflict and maintain a professional demeanor
- Self-motivation and working independently
- Meeting deadlines
- Basic bookkeeping understanding of Quickbooks or similar accounting system

- Ability to lift 25 lbs
- Ability to walk 30 – 60 minutes outdoors which might include adverse weather
- High school diploma or equivalent

Supervision:

Office Manager works under the general supervision and guidance of the President and/or the Treasurer of the LWEPOA Board of Directors.

Location of Work:

104 Clubhouse Drive, Greentown, PA 18426

Work Hours:

Monday – Friday, 08:00 a.m. to 1:00 p.m.

Additional time may be required for emergencies and meetings.

Salary:

TBD based on applicant abilities and demonstrated skills