



## **PLEASANT FOREST CAMPING CLUB**

Preserving our Past, Protecting our Future

The Office Assistant reports to the Executive Camp Director.

Office Assistant works approximately 30 hours per week

Tuesday – Friday 10-5

Saturday 10-3

The office assistant reports to the Park Manager.

### **Pre-Employment Requirements and/or Preferences**

Must pass a criminal background check prior to hire.

Responsibilities:

- Answering phone, taking messages as needed
- Opening PFCC business mail
- Data Entry (Microsoft word, excel)
- Update lot and member files, as needed (copies of all information)
- Complete member certificates
- Assist members (copying, faxing, questions)
- Update member information in the gate system (including new cards)
- Send email blasts, as needed, to keep members informed
- Put member mail in boxes
- Mail letters from the Board and committees, as needed
- Filling the change machine, as needed
- Enter cash receipts
- Accounts payables (writing checks to vendors, to be signed by the BOD) (Quickbooks)
- Accounts receivables (receiving payments from members) (Quickbooks)
- Monthly billing to members (Quickbooks, printing, mailing or emailing)
- Preparing deposits to be taken to the bank (cash) (For Office and Bar)
- Depositing member payments through the check scanner
- Complete payroll for employees (twice monthly)
- Work with the Board of Directors, Park Manager, or committees when needed
- Other activities, from time to time, as required