

# Spring Valley Lake Association

## Accounting Clerk (A/P & A/R)

**Job Title:** Accounting Clerk (A/P & A/R)

**Department:** Finance/Accounting

**Location:** On-site 13325 Spring Valley Parkway, Victorville

**Reports To:** Director of Finance

**Pay:** \$22–\$25/hour (DOE) | Job Type: Full-Time

### Position Summary

Spring Valley Lake Association is seeking an Accounting Clerk to support day-to-day accounting operations with a primary focus on Accounts Payable (A/P) and Accounts Receivable (A/R). This role requires strong attention to detail, consistent follow-through, and professional communication when working with homeowners, vendors, and internal stakeholders. The Accounting Clerk will help maintain accurate records, timely processing, and well-organized documentation.

### Key Responsibilities

#### Accounts Payable (A/P)

- Receive, log, and route vendor invoices for approval in accordance with HOA policies.
- Verify invoices for accuracy (vendor, amounts, contract terms, GL coding, and supporting documentation).
- Prepare and process payment runs (checks/EFT/ACH) with complete approvals and documentation.
- Maintain vendor files (W-9s, insurance certificates, contracts, and contact information).
- Respond to vendor inquiries and resolve invoice/payment discrepancies.
- Track recurring invoices and service contracts to ensure timely payment.
- Support 1099 tracking and year-end documentation as needed.

#### Accounts Receivable (A/R)

- Post homeowner assessments, fees, and other charges accurately and on schedule.
- Process and apply homeowner payments (online payments/ACH/checks); research and resolve unapplied payments.
- Respond to homeowner account inquiries with professionalism and consistency.
- Prepare statements, late notices, and delinquency communications per HOA policy and leadership direction.
- Track payment plans and maintain documentation related to delinquency status.

#### Month-End Support and Documentation

- Maintain A/P and A/R aging reports and assist with month-end close support as assigned.
- Organize supporting documentation to ensure files are audit-ready (approvals, invoices, receipts, contracts).
- Assist with schedules and summaries for leadership/board packets as requested.
- Identify process gaps and recommend improvements to strengthen documentation, controls, and workflow efficiency.

- Perform various financial and administrative tasks assigned to support the Finance Department and Association operations.

### **Required Qualifications**

- 2+ years of experience in Accounts Payable/Accounts Receivable, bookkeeping, or accounting support.
- Strong proficiency with Excel and comfort working in accounting systems.
- High attention to detail and ability to manage multiple deadlines.
- Strong written and verbal communication skills (homeowner/vendor service mindset).
- Ability to handle confidential information with discretion.

### **Preferred Qualifications**

- Experience in an HOA, property management, or member-based organization.
- Familiarity with operating and reserve fund concepts.
- Experience with accounting/HOA software

### **Work Environment**

- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather).
- The noise level in the work environment is usually moderate.
- Interact with SVLA staff, Board of Directors, and other organizations; and occasionally deal with dissatisfied or quarrelsome individuals. Routine interaction with vendors and homeowners; professionalism and accuracy are essential.

### **Physical Requirements**

- The employee must occasionally lift and/or move up to 25 pounds.
- The employee is regularly required to walk, use hands, talk, and hear.
- The employee is frequently required to stand, sit and reach with hands and arms.
- The employee is occasionally required to balance and stoop, kneel, and crouch.
- Required to use close vision and be able to focus.
- Must be able to have repetitive wrist, hand, and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.

### **ADDITIONAL INFORMATION:**

The statements indicated in this job description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, functions, duties, and/or skills required of the individual. The right to add to or change the duties of the position at any time is retained by the GM.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.