

ATTENTION: JLPOA is seeking applicants for the position of Administrative Assistant to the Board of Directors to better serve the community. The board discussed this topic for two meetings prior to making the decision, and will be using the funds for an accountant that have been budgeted but not utilized each year. If you or someone you know might be interested in the job description below please send resume to JLPOA 25402 MCR 3 Weldona, CO 80653.

### **Job Description for Administrative Assistant to the JLPOA Board of Directors.**

The position of Administrative Assistant to the board may either be filled by a contracted company or any person inside or outside the community with the board having to purchase a workman's compensation policy. Salary is negotiable depending upon experience and performance. Administrative assistant duties will include, but are not limited to the following.

- 1) Under the direction of the Treasurer the administrative assistant would be required to perform data entry into quick books, handle accounts receivable, prepare and mail deposits, pick up and sort mail, and send delinquent account notices.
- 2) Under the direction of the President the administrative assistant would be required to send violation letters as directed.
- 3) Under direction of the Secretary the administrative assistant would be required to maintain office files, office supplies, and yearly directors' books.
- 4) Under direction of the Board the administrative assistant would be required to maintain stock of kitchen supplies, toiletries, and general housekeeping of the office and clubhouse. In addition to this the administrative assistant would also be responsible for answering phones, receiving faxes, handing out forms, and keeping the board informed of any clubhouse/office needs or any concerns brought to their attention by the community.

The position would require the individual to work 20 to 40 hours a month depending on efficiency. Mileage to be compensated at \$0.50 per mile in addition to wages.

*(Announced in the August/September Newsletter 2008)*