

POSITION DESCRIPTION

JOB TITLE: Administrative & Accounting Assistant (Full-Time)

DEPARTMENT: Administration

REPORTS TO: Legal Assistant and Office Manager

ESSENTIAL PURPOSE: To serve as the Front Office Receptionist and to provide administrative and accounting support to the Corporate Staff.

ESSENTIAL DUTIES:

- To satisfactorily perform, as directed, routine clerical and administrative tasks, including typing; filing; emailing; generating and distributing correspondence; handling and distributing mail; and producing all necessary documents.
- To answer the telephone from 8:00 a.m. to 5:00 p.m. and to provide backup voicemail support to the Corporate Office.
- To supervise the cleaning staff and maintain cleaning supplies.
- To cost-effectively purchase office supplies and monitor inventory. Supplies to be kept in a neat and orderly fashion in the mail room and photocopy/fax room.
- To monitor and refill the postage meter and to handle renewals by obtaining competitive bids and making recommendations.
- To set-up for weekly morning meetings, getting snacks, making coffee and setting up the conference room for meeting attendees.
- To cater meetings and lunches for guests, as requested.
- To maintain the vacation schedule of Corporate Staff.
- To receive and route guest comment cards.
- To coordinate incoming/outgoing delivery of intercompany mail.

- To reconcile and process for payment medical invoices for key executives of the company.
- To provide notary services, as needed.
- To sort and deliver incoming mail and drop off outgoing mail at post office at the end of the day.
- To manage, oversee and schedule the cleaning crew.
- To prepare courier slips and schedule pick-up of courier packages, including dropping off courier packages at the Federal Express office at the end of the day.
- To distribute and copy, if necessary, incoming faxes.
- To be responsible for ordering toners, cartridges, etc. for the entire office and ensuring that adequate stock is maintained and old cartridges are recycled or discarded, as applicable.
- To be responsible for keeping the voicemail system, including changing system greeting and names, as needed.
- To instruct new employees on how to use the voicemail system and to provide them with a copy of the voicemail instructions.
- To keep the telephone system speed dials current and to add/delete speed dials on the facsimile, as needed.
- To order, receive, and stock the upstairs storage and refrigerator and to ensure that the refrigerator is stocked with soft drinks and water and to keep an adequate supply of coffee, half-and-half, and miscellaneous snacks at all times.
- To take appropriate meals and rest periods and to schedule lunch between 12:00 p.m. and 1:00 p.m., unless directed otherwise.
- To run errands, as needed.
- To routinely update the corporate directory and quarterly update the properties phone directory.

Accounting:

- To process monthly bank statement reconciliations during the first week of the month for all entities, including sending emails to property Controllers and filing all statements.

- To issue automobile insurance certificates for operating entities.
- To archive boxes monthly in an orderly manner and track boxes for shredding and/or disposal.
- To track and monitor receipt of monthly cell site checks against budget and to deposit in a timely manner.
- To make bank deposits and book journal entries related to such bank deposits.
- To prepare monthly utility billings for tenants of the La Jolla Cove Research Center.
- To prepare quarterly triple net billings for tenants of the La Jolla Cove Research Center.
- To balance tenant receivables monthly.
- To book monthly management fees for JC Affiliates LLC and JC Management LLC.
- To obtain W-9 data from vendors to prepare annual 1099 Forms and transmittals.
- To maintain schedule detailing cash in-flows and out-flows so that cash fundings can be addressed in a timely manner.
- To prepare quarterly billings for 464 HOA for the parking garage.
- To recognize all revenue/expense on parking garage in general ledger.
- To balance intercompany accounts and make journal entries in general ledger.
- To be responsible for creating and tracking A/R invoices monthly for all intercompany receivables.
- To code accounts payable (A/P) and to enter A/P data into system.
- To review/alphabetize data entry.
- To match checks to backup for processing.
- To mail and file processed A/P checks.
- To review A/P entries made by La Jolla Cove Research Center receptionist.

General:

- To follow all policies and procedures of JC Resorts LLC.

- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To attend all mandatory meetings as directed.
- To maintain current training manual of all essential duties.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: High school diploma or equivalent required. Must possess excellent written and oral communication skills. Ability to transcribe and accurately type a minimum 50 wpm. Must be computer literate and be proficient in Word, Excel and PowerPoint. Must have strong priority management skills and display knowledge of currently accepted business phone etiquette. Prior experience in basic accounting preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Diplomatic and calm. Strong verbal and written communications skills. Courteous, friendly, and professional manner. Good team player. Customer service focus. Self-motivated and able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Works indoors throughout shift in temperature-controlled, clean, and well-lighted office. Bi-level structures.

PHYSICAL DEMANDS: Stands/walks approximately 20% of shift. Sits at desk or in meetings approximately 80% of shift. Uses personal computer approximately 40% of shift. Must be able to work well under pressure. Frequent use of stairs, daily. Moderate use of phones, daily.

IMPACT OF DECISION: Decisions directly impact the public image of the company. Poor decisions may result in customer dissatisfaction and loss of revenues due to lack of follow through, unprofessional manner, poor organization, unsafe work practices, or improperly handled customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature
Date: _____