

YOUR LOGO
HERE

Abbey Marina PO Box 77

Job Title:	Administration/ light bookkeeping	Job Category:	Marina
Department/Group:	AHCA	Job Code/ Req#:	Job Code/ Req#
Location:	Fontana	Travel Required:	No
Level/Salary Range:	\$10.00-\$18.00 hourly	Position Type:	Seasonal Full-Time
HR Contact:	Harbormaster	Date Posted:	1/1/22
Will Train Applicant(s):	Harbormaster	Posting Expires:	6/01/22
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		
Applications Accepted By:			
FAX OR EMAIL: Info@abbeymarina.com 262.394.5544		MAIL: Captain Joe O'Malley Abbey Marina PO Box 77 271 Fontana Blvd Fontana, Wi. 53125	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Greet members with a friendly, upbeat, courteous and professional manner • Maintain an emphasis on guest hospitality • Maintain a positive working relationship with clients and their customers • Exhibit "ownership" attitude in everything you do • Demonstrate effective use of time • Follow instructions as directed by management and peers • Display dependability, assertiveness, and respect for others <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> • Greet Members and guests • Positive interaction with Members and guests • Resolve any requests Members may have • Receiving and processing incoming mail • Answer phones and effectively routing calls and inquiries • Receiving and dispatching work orders to appropriated team members • Stay abreast of all correspondence (multiple email accounts) • Create and maintain electronic and physical file systems • Password management • Administration-maintenance duties of multiple platforms including access, website and mass email systems • Handle member account inquiries • Completing Member registration including issuing standard documents and access cards, and receiving credit card information into our POS system • Monitoring & updating Owner, Member and Vendor lists for accuracy 			

- Monitoring & Updating owner and Vendor files to assure all mandatory documentation is intact and accurate, examples include valid executed contracts and certificates of insurance
 - Oversight (not create or manage) with employee scheduling (seasonal)
 - Oversight with Food and Beverage ordering and inventory
 - Regular and informed reporting to the board of directors (template to be determined)
 - Involvement in seasonal slip rental
 - Coordination and oversight of bar and kitchen for meetings, problem solving and staffing needs.
 - Organize entertainment, bands, DJ, seminars, Yoga, water aerobics, instruction, etc
 - Event management
 - Member management
- BOOKKEEPING**
- AR/AP including payment
 - End of month reconciling of all accounts
 - Account receivable statement processing – apply appropriate finance charges, compile, run cc payments
 - Invoice annual membership dues plus slip rentals and all other invoicing as applicable
 - Recording incoming payments
 - Post AR checks and deposits member credit cards in a timely manner
 - Bank deposits & withdrawals.
 - Monitoring and meeting all tax reporting requirements
 - Regular review of operating budget
 - Any other task assigned by Harbormaster

QUALIFICATIONS AND EDUCATION REQUIREMENTS

2-4 years related experience. Acute attention to detail, excellent written and verbal communications skills. Strong organizational, problem solving and analytical skills

REQUIRED SKILLS

Dependable, professional and friendly. Leadership, Attention to detail, Communications skills, Critical Thinking, Team attitude, Multitasking, patience, Tact and Ability to sit, stand, bend lift, walk for long hours, possess a tolerance for working in a variety of weather conditions both indoors and out

Preferred Skills

Experience with QB, Windows 365, Toast POS system

ADDITIONAL NOTES

Must have availability on weekends, nights, and holidays during the season April 1st –October 8th (holidays include; Memorial Day weekend, Independence day weekend, Labor Day weekend, COSI boat day, Antique Boat Show and Special Marina events)

Reviewed By:	JMO	Date:	2/1/22
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time