

“Are you ready for an upgrade? Join our team at the beautiful Oakhurst Country Club as the Administrative Assistant! The Admin Assistant makes an impact in the areas of A/R, A/P, HR and Member Services. You’ll work in a lovely environment on a much beloved local golf course. Be a part of a team that takes pride in delivering an exceptional experience to our members. We believe that it’s possible to have fun while working to deliver great customer service. If you like working with employees, communicating with customers and being a close ally with the management team...this is the job for you!

This is a great opportunity to advance your career to the next level or to solidify your current skills in an environment where the customers are there to play!

This position is full time, 40 hours per week.

POSITION SUMMARY:

The Administrative Assistant provides support to the Administration department. This position is responsible for maintaining an orderly, safe workplace environment, providing assistance to fellow employees on employment related issues, preparing daily bank deposits and processing accurate, timely payroll. This position assists the General Manager in the successful growth and operations of Oakhurst Country Club.

ESSENTIAL FUNCTIONS:

- Process Bi-weekly payroll
- Promote Financial Stability
- Reconcile sales reports from all departments.
- Count cash, prepare bank deposits, and provide change to cashiers as needed.
- Verify employee time records; process payroll.
- Copy and distribute vendor invoices to appropriate management personnel.
- Procure supplies and materials within budgetary limitations.
- Foster Teamwork and Cohesiveness
- Assist employees with benefit issues including, but not limited to, new hire forms, health insurance questions, vacation requests, and COBRA with support from the Human Resources Department.
- Sort and distribute daily mail and faxed messages.
- Attend departmental meetings as required.
- Ensure Company and Regulatory Compliance.
- Organize and maintain office space and supply rooms in accordance with OSHA standards.
- File statements and invoices; keep confidential payroll and personnel information.
- Assist the General Manager to process and track worker’s compensation claims.
- Build Positive Relationships with the Community.
- Provide courteous customer service to guests at all times.
- Represent Callippe Preserve Golf Course with a high degree of integrity and professionalism.

JOB REQUIREMENTS/QUALIFICATIONS:

- Minimum one (1) year experience working in clerical environment.
- Thorough knowledge of Microsoft Office applications including, but not limited to, Word, Excel, and Access.
- ADP Payroll Experience a plus!

PREFERENCES:

- Bookkeeping and/or accounting experience.

Compensation: \$18.00 to \$23.00 per hour, depending on experience. This position will include eligibility after 60 days for participation in our company shared cost health benefits, voluntary dental, vision and 401K plans.

Oakhurst Country Club is a CourseCo, Inc. managed facility. CourseCo, Inc and its affiliates are At-Will, Equal Employment Opportunity Employers and Drug Free Workplaces. Successful applicant will be required to pass a pre-employment background and drug screen and provide a valid matching social security number that will be verified online.