Job Opening

Exciting Accounts Receivable/Accounts Payable Opportunity

The Lake Almanor Country Club is seeking to fill a full time Accounts Receivable/Accounts Payable Bookkeper position. We are looking for someone with Bookkeeping, Accounts Receivable and Accounts Payable experience or any combination of the above. The ideal candidate should be motivated, with good accounting skills, detail oriented and able to learn and utilize a variety of accounting programs. Requires basic office knowledge with computer skills in Word and Excel. Bookkeeping with Accounts Payable and Accounts Receivable experience is a plus. Experience with receiving, processing, verifying and reconciling invoices. Ability to work with cost centers and general ledgers, by maintaining and posting account transactions.

If you are interested in becoming part of our administrative team at Lake Almanor Country Club, please submit your resume to hrpr@lacchoa.com. Salary DOE. Employment applications are available at the Lake Almanor Country Club, 501 Peninsula Drive, Lake Almanor CA 96137 or

can be downloaded from our website at Lacchoa.com.