

# **Bookkeeper/Hospitality Specialist**

## **Circle Lake Retreat Center**

19000 Circle Lake Dr.  
Pinehurst, Texas 77362

### **SUMMARY**

The Bookkeeper/Hospitality Specialist handles basic bookkeeping and recordkeeping duties and assists individuals, groups, and organizations with retreat planning, including scheduling, for the Retreat Center. Coordinates promotional contact with potential users. Primary greeter for guests/groups using the facility. Assists the Director with administrative tasks. Coordinates Housekeeping.

### **EDUCATION/EXPERIENCE**

Required level of education and experience needed to successfully accomplish the essential duties of this job: Knowledge equivalent to two years of college and at least two years of experience. Must have proficiency with Microsoft Office applications and QuickBooks. Bilingual (English/Spanish) reading, writing, speaking required.

To apply, please send your resume and references to Human Resources at [resume@archgh.org](mailto:resume@archgh.org). Please place job title on subject line.