



JOB DESCRIPTION

TITLE: Staff Accountant – AP/AR/GL

PRIMARY RESPONSIBILITIES: Accounts Payable, Accounts Receivable, GL analysis, financial reporting, bank account reconciliations, and annual budget preparation.

SUPERVISORY RELATIONSHIP: Reports to Director of Accounting

ACCEPTABLE EXPERIENCE/TRAINING: College or professional courses in accounting; minimum 2 years experience in accounting field; accounts payable, accounts receivable, payroll, general ledger analysis, bank account reconciliations, budget, audit or any combination of the above which supplies the required ability, knowledge and skills. Excellent computer skills. Microsoft Office experience required. Must be proficient in Excel. Experience in a non-profit environment, property management accounting, and/or HUD experience and YARDI software considered a plus.

SPECIFIC RESPONSIBILITIES:

- Accounts payable: ensure accurate and timely payment of invoices.
- Ensure correct coding of all customer invoices and payments in the accounting system.
- Accounts receivable: record and process tenant rent payments.
- Assists in annual budget process.
- Assist in month-end entries, quarterly financial statements, and annual audit.
- Maintains deposit control logs and daily bank balances.
- Various reporting utilizing property management software and Microsoft Excel
- Other duties as assigned.