



## **Position Title: Accounting Coordinator**

### **SUMMARY:**

This key position will report to the Director of Financial Reporting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **ACCOUNTING COORDINATOR**

- Scan/code commercial, corporate and multifamily property management invoices, as assigned
- Coordinate all invoice approvals with appropriate property manager/project manager
- Maintain all property vendor accounts payable files – organizing, scanning, etc.
- Monitor property cash balances for timely vendor payments to maximize cash flow and discount opportunities
- Research vendor billing and credit discrepancies
- Contact vendors, as needed
- Obtain W-9 information for all vendors and maintain support in Yardi & Docuware
- Process annual 1099's
- Maintain accounting department file maintenance, scanning, offsite storage, etc.
- Assist with year-end audit work paper requests, lender reimbursement requests, etc.
- Deposit tenant checks at local offsite banks
- Coordinate funding requests for commercial properties, as needed
- Deposit corporate and property checks via remote deposit
- Daily-Front Desk Coordinator role/retrieve company mail at post office/cover for lunch, vacation, sick days, etc.
- Assist in various office management duties
- Review and approve utility invoices in 3<sup>rd</sup> party system
- Pull online utility/vendor invoices, as needed
- Assist with Interco billing and support, as assigned

#### ***MINIMUM QUALIFICATIONS:***

- Minimum of 2 years experience in Accounts Payable and Accounts Receivable system processing
- Attention to detail
- Excellent organizational skills
- Yardi Accounting Software experience a plus
- Avid Xchange Software experience a plus
- Knowledge of Microsoft Office applications
- Good communication skills
- Ability to multitask, prioritize, and meet changing deadlines
- Prior 1099 processing experience