



Position Title: Corporate Accountant

SUMMARY:

You will need to be detail oriented and possess a sharp business acumen. As a corporate accountant, you will be responsible for the reconciliation and reporting of financial data. These duties include ensuring compliance with financial reporting and other standard accounting procedures.

This key position will report to the Accounting Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

CORPORATE ACCOUNTANT

- Prepare monthly bank reconciliations for assigned accounts
- Reconcile monthly corporate American Express bill and record in general ledger
- Prepare monthly billback & standard recurring invoices to properties
- Process accounts payable invoices for assigned accounts
- Assist Accounting Manager with various month end schedules/reconciliations
- Process online invoice payments
- Support for construction accounts payable when needed
- Research vendor billing and credit discrepancies
- Contact vendors, as needed
- Assist with year-end review work paper requests
- Enter & Post journal entries
- Backup for depositing checks via remote deposit

MINIMUM QUALIFICATIONS:

- BS in Accounting required
- Minimum of 2 years' experience in Accounts Payable and Accounts Receivable system processing a plus
- 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