

Job Title: Accounting Associate
Reports To: Accounting Manager
FLSA Status: Non Exempt
Department: Accounting
Classification: Full Time Regular; 40 hours per week

Live Oak Gottesman is a commercial real estate and property management company seeking a detail oriented, team player with experience in Accounts Receivable, Accounts Payable and data entry.

Summary: Processes Accounts Payable (AP) and Accounts Receivable (AR) to include but not limited to; coding invoices, getting approvals, preparing check runs, distributing AP checks, processing tenant payments and applying payments.

Duties and Responsibilities include the following.

1. Analyze invoices for accuracy and GL coding. Processes the invoices in their specified accounting software (Yardi & MRI) and seeks adequate approval. *
2. Responsible for receipting property payments utilizing the CheckScan system, while ensuring they are accurately recorded to the tenant ledgers. *
3. Prepare weekly check runs, to include printing, sorting, obtaining signatures and mailing. *
4. Responsible for monthly posting of rent and miscellaneous charges to the tenant ledger. *
5. Review and analyze monthly accounts receivable report in order to apply any prepayments. *
6. Review and process special handling check requests and ensure the deadlines are achieved.
7. Maintain accurate files for A/R and A/P by completing filing tasks weekly.
8. Perform special accounting functions, including obtaining W-9 forms, vendor COIs, and processing credit applications.
9. Assist with the annual 1099 review preparation process.
10. Work with Property Managers as well as departmental peers to assure the AR and AP functions are being accurately recorded.
11. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree or two - four years related experience and/or training; or equivalent combination of education and experience required. *Commercial real estate accounting experience preferred.*

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office (Excel and Outlook) and previous experience with comprehensive accounting software packages. Experience with *Yardi, or MRI/Citrix* a plus, or a quick learner with a willingness to learn.

Special Skills:

Professionalism in communicating with outside parties required
Excellent computer and accounting software skills
Adaptability to workplace, duties and deadline changes

Certificates and Licenses:

Valid driver's license

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with vendors, customers or employees of the organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and area. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.