



Job Description

BOOKKEEPER

Job Summary:

Perform a variety of accounting clerical tasks related to the maintenance/processing of accounts payable, accounts receivable, accounting records and invoices for Company's various properties and vendors.

Work Tasks/Responsibilities:

- Data enter invoices into Yardi software
- Receive and verify invoices and requisitions
- Review to confirm that paid invoices are to correct vendor, for the correct amount and are properly authorized for payment
- Present checks for signature and mail checks to vendors
- Match approved invoices and purchase orders to checks
- Coordinate with Controller and departments to confirm which checks will be printed and print checks
- Ensure vendors have current Certificates of Insurance
- Enter cash receipts for commercial properties
- Review batches for posting and tie out deposits
- Verify that transactions comply with financial policies and procedures established by the Company
- Excellent time managing skills with the ability to multi-task, prioritize and meet deadlines
- Other duties as assigned

Experience:

- Three to five year's previous experience in bookkeeping and accounting
- Working knowledge of the Microsoft Office (i.e. Word, Excel, Outlook)
- Working knowledge and experience with Yardi software
- General understanding of accounting practices and principles

Education Required:

- High school diploma
- College courses in bookkeeping/accounting preferred