



## Position Description

Job Title: **Accounting Specialist**

Department: Accounting

Reports to: Controller & Accounting Manager

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### GENERAL PURPOSE OF JOB:

Under the supervision of the Controller and Accounting Manager, performs a variety of accounting functions in accordance with standard procedures in general accounting, accounts payable, accounts receivable or related financial areas.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting Specialist is responsible for the following:

- Print cash sheets
- Review bank reports to verify deposits & research discrepancies / collect processor report
- NSF's – notify property of any NSF's
- Process credit card refunds / voids
- Handle property accounting issues
- Review A/P batches to actual invoices then submit A/P batches to operations for approval
- Post A/P and prepare check batches for printing
- Mail out checks / post auto draft utility JE's
- SDR review and process
- Review utility spread sheet for discrepancies
- Tax and Insurance Impounds
- CRS and Sales Tax payments
- Prepare bank deposits
- Monthly bank reconciliations
- Create email relating to accounting errors
- Emergency check processing
- Review petty cash statements
- Review property month end pre-close
- Create / approve new vendor codes (once W-9 and insurance certificate (if req.) have been submitted) in Yardi Systems
- Enter year end vendor totals for preparation of 1099's
- Perform additional duties, responsibilities or projects as assigned



**PHYSICAL DEMANDS:**

1. Lifting up to 20 pounds. If more than 20 pounds are to be lifted, employee shall seek assistance from another employee

**SKILLS:**

This position requires understanding of accounting principles and works well with numbers. Able to work with residents and co-workers in stressful situations. Computer skills must include knowledge of Microsoft Office and Yardi.

**SAFETY REQUIREMENTS:**

1. Must use proper safety equipment at all times, as required by the company.
2. Report all safety issues/concerns to manager.

Employee understands the position description can be modified, expanded or shortened at any time.

I have read this position description, understand it, and am able to perform the essential functions and meet the job requirements of the position.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_