



## **POSITION SUMMARY**

*The Accounts Receivable team member's role is to ensure transactions are recorded promptly and accurately in accordance with internal accounting policies. This position secures revenue by verifying and posting receipts and resolving discrepancies.*

## **Essential Functions:**

- *Process checks (cash receipts) from residential sites, via a check scanner and checking details for accuracy*
- *Process some checks (cash receipts) from commercial sites*
- *Process miscellaneous cash receipts*
- *Assist accountant and property managers with processing resident financial move-outs*
- *Run daily reports for accountants and treasury analyst to review*
- *Perform some bank reconciliations with supervision*
- *Fixed asset data entry (pre-coded by accountants)*
- *Filing*

## **POSITION QUALIFICATIONS**

### **SKILLS & ABILITIES**

**Education:** High School diploma is required. Associates Degree and/or some business/accounting college credits completed is desired.

**Experience:** Minimum of two years of experience working in an accounting function. Basic accounting knowledge is required. Must have demonstrated experience working independently and have strong mathematical aptitude and time management skills. Must be able to prioritize job tasks based upon financial impact to meet performance goals.

**Computer Skills:** Microsoft Word, Excel and general ledger experience required. Yardi and Real Page experience desired.

**Certificates & Licenses:** None Required

**Other Requirements:** Must have the ability to process many transactions in an efficient and accurate manner, as well as demonstrate the agility to handle other projects, tasks and issues while displaying positive and courteous relationships with internal and external customers.

## **PHYSICAL DEMANDS**

This position is sedentary. Incumbent must be able to withstand high frequency of computer keyboarding, and high frequency of viewing a computer monitor, etc. May need to lift and carry up to 10 lbs.

## **WORK ENVIRONMENT**

Work is performed primarily in office. The noise level in the work environment is usually quiet in office the office settings.

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