

POSITION TITLE: Accounts Receivable Administrator /Payables support
Reports To: Controller / Accounting Manager
Location: Atlanta

ACCOUNTS RECEIVABLE RESPONSIBILITIES:

- Make bank deposits daily
- Input cash receipts and apply to correct charges
- Monthly application of prepaid rent and other credits to tenant’s charges
- Run and review aged receivable reports and report outstanding balances to PM team
- Prepare monthly tenant miscellaneous billings (Electricity, After Hours HVAC, Conference Rooms, Tenant Services and other adjustments) based on PM team’s direction and approved request
- Run monthly rental update report for PM review and approval
- Assist in tenant rental charge analysis when needed

ADMINISTRATIVE RESPONSIBILITIES:

- Assist in preparation of annual budgets
- Assist in preparation of operating expense recoveries
- Perform other related duties as assigned; to ensure an efficient and effective work unit

ACCOUNTS PAYABLE Backup RESPONSIBILITIES:

- Review invoices thoroughly with the help of APM to ensure billings are in accordance with contracts, purchase orders, work orders, etc.
- Ensure billings prior balances are accurate and all invoices are paid timely
- Obtain W-9 for new vendors
- Vendor set-up and maintenance request submittals to Accounting
- Review operating invoices Daily/weekly in property accounting software (Workspace, MRI, Skyline, JD Edwards)
- Ensure appropriate back-up is maintained and attached
- Submit approved batch to accounting for posting and cutting checks
- Responding to vendor invoice inquiries
- Resolving payment discrepancies and disputes on behalf of the company
- Track and assist in collecting Utility Deposits annually

KNOWLEDGE, SKILLS AND ABILITIES:

- At least three years’ experience required in property management; commercial real estate preferred
- Two or four year college degree in Accounting or Finance preferred or equivalent work experience
- Knowledge of general accounting procedures
- Knowledge of relevant computer applications including; Yardi, MRI, JD Edwards, Skyline and Excel
- Proficient in data entry and management
- Good understanding of Property Management accounting
- 5 years’ experience in accounts payable and general accounting experience preferred
- Excellent phone, verbal and written communication skills
- Must be a self-starter, self-disciplined and highly organized

- Must possess a strong work ethic; be team-oriented and highly dependable
- Other duties as assigned