

WRH Realty Service, Inc.

JOB DESCRIPTION

STAFF ACCOUNTANT

JOB SUMMARY

Keeps and maintains accounting and related rental property records for WRH Realty Services, Inc. The Staff Accountant is responsible for accurately recording and reporting all financial activity for assigned portfolio of WRH Realty Services managed apartment complexes.

DUTIES AND RESPONSIBILITIES

Financial

- Responsible for the accurate recording and timely reporting of all financial activity for an assigned portfolio of WRH Realty managed properties. This portfolio is subject to change based on the assignment by the Controller.
- Assist in resolving On-site and Regional Managers accounting related questions/concerns.
- Ensures timely distribution of financial reports.
- Performs systems input to include: Deposits, disbursements, accruals, deferrals, expense allocations and adjustments.
- Ensures financial information is accurate and immediately reports any suspected fraudulent activity to the Controller.
- Completes monthly bank account reconciliations and ensures that outstanding items are completed by the next reporting month.
- Reviews and submits for processing payables transactions through third party payables processor.
- Analyzes financial information and completes articulate reports summarizing findings and recommendations.
- Maintains supporting schedules for assigned properties' balance sheets.

Administrative/Office

- Files financial information based on departmental procedures and in an organized manner.
- Professionally communicates in both verbal and written information to co-workers, Site managers, Regional Managers, owners, external parties and Corporate Management.
- Attends professional development courses and department meetings as scheduled.
- Maintains records on all aspects of management activity on a daily, weekly and monthly basis. Submits required reports to Controller based on predetermined deadlines.

General

- Performs any additional duties or tasks as assigned by the Controller.

QUALIFICATIONS

Position requires a Bachelors Degree and one to three years experience as a STAFF ACCOUNTANT. Property management accounting experience is preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Job-Related Skills and Knowledge

- Experience keeping accounts in accordance with generally accepted accounting principles.
- Proficient with the operation and use of standard office computers and accounting programs. Experience with Great Plains and FRX is a plus. Microsoft Excel experience and proficiency is required.
- Able to prepare monthly, quarterly, special and financial statements to be submitted to the Controller for review.
- Proficient in preparation of spreadsheets and account reconciliations.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, etc.

Reasoning Ability

- Ability to apply common sense, understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

- In addition to the qualifications noted above, the following skills and abilities are required for the performance of the essential duties of the job.
 - Ability to write routine reports and correspondence
 - Accounting experience
 - Computer literacy
 - Attention to detail
 - Sound organizational skills
 - Ability to multi-task and meet stringent deadlines.

Computer Skills: Word processing software, spreadsheet software, Internet, and e-mail software. Experience with Great Plains accounting software is a strongly preferred.

Office Equipment: Personal computer, calculator, copy machine, fax machine, telephone.

Work Hours: Minimum of 40 hours per week.

EDUCATION/TRAINING

- Bachelors Degree in Accounting Required.
- Must be proficient in the use of spreadsheet software.
- Must have prior experience in financial statement preparation.

TESTING

Applicants must pass an Accounting Competency test during their first interview to be considered for the position.

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WRH offers competitive base salary, plus time and one half overtime pay. Benefits include medical, dental insurance and 401(k) plan with company match.