



STANBROUGH  
— REALTY —

**JOB TITLE: Staff Accountant**

The Staff Accountant position is responsible for everyday accounting duties and tasks regarding Commercial, Residential, HOA, and Construction/Development accounting. This position reports to the Director of Operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process accounts payable and complete check run weekly
- Set up new vendors in accounting software
- Bill maintenance labor invoices back to entities daily
- Process account receivables daily, including checks and ACH payments
- Resolve vendor and property management accounting related questions
- Complete bank reconciliations for assigned entities monthly
- Complete midmonth bank reconciliations on all entities monthly
- Prepare monthly financial packages for assigned entities to ensure an accurate representation of each entities financial position
- Process construction draws monthly
- Book commercial and residential loans
- Assist with year-end tax preparation, including 1099 preparation and year-end financial packages
- Credit card reconciliation monthly
- Assist with the preparation and upload of budgets annually
- Work collaboratively with other team members to complete projects effectively and efficiently

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- 2-year degree in Accounting required; 4-year degree in Accounting preferred
- 2-year minimum real estate experience preferred (Development and Property Management)
- Experience with Appfolio property management software and Quickbooks online preferred
- Strong interpersonal and communication skills are required
- Valid driver's license
- Ability to:
  - ◆ Function as a self-starter with considerable latitude of action
  - ◆ Recognize, isolate and solve problems that improve overall client satisfaction and loyalty
  - ◆ Work closely in a small business environment
  - ◆ Meet deadlines established
  - ◆ Motivated and professional

**ATTENDANCE/TRAVEL:**

Position is in office Mon-Fri 8:00 am – 5:00 pm and requires consistent, regular, and timely attendance. Must be able to meet the attendance and travel requirements of the job.

*The above statements cover what are generally believed to be the principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.*

Stanbrough Realty Company, L.L.C. is an Equal Opportunity Employer