

Bookkeeper – Accounts Receivable



Community Corp.
of SANTA MONICA



We have an exciting opportunity for a Bookkeeper – Accounts Receivable professional to join the Community Corporation of Santa Monica (CCSM) team. CCSM owns and manages over 1,700 units of rental housing located within the City of Santa Monica.

The Bookkeeper – Accounts Receivable position will be part of the Accounting team and will report to the Controller. The selected candidate will be responsible for ensuring that the Organization's revenue is collected, processed in an accurate, timely manner and in accordance with the Organization's accounting policies and procedures.

Summary of Responsibilities

- Process monthly rent payments including: depositing rent checks and inputting rent payments
- Process daily cash receipts including: depositing non-tenant checks and inputting cash receipts
- Maintain accurate tenant rent ledgers and generate monthly tenant receivable reports
- Assist with tenant move in's and move out's
- Interface with government agencies to process resolve tenant receivables
- Assist with preparation of year end audit schedules and working with auditors
- Assist with various other accounting functions

Summary of Education and Experience

- Good working knowledge of Microsoft Word and Excel required
- Good verbal and written skills
- Good organizational skills
- Self-motivated and hard worker
- Ability to manage time and deadlines independently
- Reliable
- High school diploma or equivalent
- 2 years or more job experience preferred
- Yardi experience a plus
- Multi-family real estate accounts receivable experience preferred

Benefits

Medical, Dental, Life insurance, AD&D, 4 weeks of paid vacation, paid sick leave, holiday pay, 9/80 work schedule (every other Friday off) and optional retirement plan.

Physical Requirements

This position requires the ability to sit and use office equipment and computers for the majority of the workday. Must be able to lift up to 10 pounds.

How to Apply

Please send resume to accthr@communitycorp.org. We are an Equal Opportunity Employer.

Unfortunately, we are not able to accept direct inquiries about this position. We thank you in advance for your interest.