

Accounts Payable-Bookkeeper (Santa Monica)



Community Corp.
of SANTA MONICA



Position Summary

The Bookkeeper – Accounts Payable is in charge of ensuring that the Organization's bills are processed in an accurate, timely manner and in compliance with the Organization's accounting policies and procedures.

Essential Position Responsibilities

Process high volume of vendor invoices including: coding, appropriate cost allocation, posting invoices and weekly check run.
Process other expenses including: utility bills, insurance bills, mortgage payments, etc.
Maintain accurate vendor ledgers and ensure vendor compliance with insurance requirements
Process year end 1099's
Create and maintain accurate cost allocation schedules as needed
Assist with preparation of year-end audit schedules and working with auditors
Assist with various other accounting functions

Required

High school diploma or equivalent
2 years or more verifiable job experience
Good working knowledge of Microsoft Word and Excel
Good verbal and written skills
Excellent organizational and analytical skills
Self-motivated, accurate and highly productive
Reliable and able to work independently

Preferred

College education/degree

Yardi Voyager/ Yardi Payscan experience a plus

Multi-family real estate accounts payable experience preferred

Benefits and Compensation

We work a 9/80 schedule, with every other Friday off. Salary will be based on experience. Benefits include medical, dental and life insurance, as well as paid holidays, sick and 4 weeks' vacation.

All new hires must successfully pass a criminal background check and DMV Pull-Notice verification.

CCSM is an Equal Opportunity Employer