

11/10/2022

## **ACCOUNTING CLERK** **Job Description – Multi Company Financials**

- Reconciling multiple bank statements monthly
- Managing Income & expenditure accounts (Accounts Receivable & Accounts Payable)
- Receiving & recording tenant rent checks
- Entering & posting vendor invoices
- Producing a variety of reports including Balance Sheets & Income Statements
- Checking for accuracy in reports, figures & postings
- Reconciling & reporting any discrepancies found in records
- Monitor charges made on company credit cards (Home Depot, Office Depot)
- Organize a financial filing system that is easily accessible
- Speak to tenants concerning a variety of accounting matters concerning their account (payments, statements, late fees, status of payments due)
- Speak to vendors to assist with invoice processing & payment and collection of W-9's and COI's
- Ensure that all receivables/payables are entered to ensure clients receive their monthly financial packages on time
- Entering annual budgets into accounting system
- Preparation of year-end 1099's
- Follow proper accounting procedures to reach financial objectives
- YARDI software experience a plus but not necessary