

Assistant Property Manager/Bookkeeper

(Updated 7.11.11)

Supervision Received: Reports to Property Manager/Area Manager.

Supervision Exercised: No supervisory duties required. Non-exempt position classification.

Essential Functions of the Position: (Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

Essential Duties: Assists the Property Manager in fiscal planning, staff supervision, physical property management and resident relations. Will also be responsible for the daily bookkeeping functions of the office.

- Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.
- Enforces and adheres to company policies, rules and regulations.
- Develops and maintains positive resident relations.
- Assist in providing direction to maintenance, security, landscaping and cleaning departments.
- Responds to telephone and on-site inquiries.
- Reviews and tracks progress of service orders.
- Reviews inventory and maintenance purchases.
- Conducts apartment and property inspections.
- Preserves and respects confidentiality of resident/applicant information.
- Assists in writing service orders and maintaining service order logs.
- Assists in coordinating turnover schedules with maintenance supervisor.
- Assists Property Manager in budget preparation and financial management.
- Works patiently, professionally and cooperatively with residents /staff and home office accountants.
- Processes cash receipts.
- Processes vendor invoices and responds to inquiries.
- Prepares monthly billings.
- Print Checks and distribute
- Reconciles A/P, A/R detail reports to general ledger.
- Maintains vendor invoice files.
- Makes bank deposits as needed.
- Processes and distributes resident settlements and security deposit interest checks.
- Rent collection efforts (notices to delinquent residents, generates notices to quit, etc.).
- Assist Property Manager in responding to resident inquiries.
- Maintains postage meter funds.
- Maintains Excel spreadsheets (utility consumptions, service income, maintenance logs, etc.).
- Answers telephones in a professional manner, directs calls appropriately and records messages.
- Special projects as assigned by Property Manager.

QUALIFICATIONS AND SKILLS: Well organized and detail-oriented. Knowledge of subsidy programs. Knowledge of Microsoft Word, Excel and Yardi. Good communication skills (written and oral). Fluent in English; bilingual capabilities may be helpful. Display a Patient, pleasant and professional demeanor. Have an ability to handle emergency situations and pressure due to complexity and time sensitivity. This person must have the ability to visually inspect property, including grounds and building interiors as well as the ability to climb up and down stairs for tours and inspections. Ability to be an active team member within the company

Minimum Qualifications

Education: Associates Degree or equivalent work experience.

Experience: 2 years bookkeeping and/or accounting experience required.

Beacon Core Competencies required for all positions:

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility

Beacon Bookkeeper Job Competencies:

Job Knowledge, Quality, Problem Solving/Analysis, Interpersonal Skills, Personal Organization, Productivity