



JOB DESCRIPTION FOR ACCOUNTING CLERK

Reports to: Corporate Accountant / Controller
Supervises: No direct reports
Compensation: Hourly

QUALIFICATIONS:

1. **Education** An associate's degree in business with emphasis on accounting and/or finance or equivalent experience. The position does require the ability to read and write English fluently, and the ability to perform advanced business mathematical functions.
2. **Experience** Knowledge of general accounting practices required. Experience in processing vendor payments, and proficiency in Microsoft Office Suite (Word, Excel, and Outlook) strongly recommended. Familiarity with MRI Software, or a comparable property management software package, is beneficial.
3. **Skills** The position requires the ability to work well with associates while effectively completing assigned tasks in a timely manner. In addition, the position requires the following:
 - Basic understanding of data processing
 - Excellent business mathematical skills
 - Strong sense of basic accounting procedures such as debit/credit; payable/receivable
 - Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook
 - Excellent communication skills
 - Strong organization and time management skills
 - Calculator and computer keyboard proficiency
 - Professional image
 - Valid driver's license and access to a vehicle
 - Ability to work in a team environment or independently, as needed

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QUALIFICATIONS: (continued)

4. **Attendance** The position requires the ability to work Monday through Friday, 52 weeks of the year. The position also requires the flexibility to work beyond 40 scheduled hours per week to meet deadlines as required by management.
5. **Training** Pass the basic level Fair Housing class on software provided by the company within the first week of employment.
6. **Licenses** A valid driver's license and current automobile insurance is required.
7. **Equipment** The position requires individuals to have access to a vehicle to make bank deposits, pick up supplies and perform other duties as necessary. Individuals must have the ability to drive without jeopardizing the safety of prospects, residents or fellow employees.

ESSENTIAL JOB FUNCTIONS:

General Accounting

1. Review payable invoices entered on site for proper account coding, accuracy, and approval.
2. Code and enter invoices for select properties timely and accurately.
3. Obtain regional manager/owner approval as required by corporate policies.
4. Process vendor payments, pair with invoices, and present checks to supervisor for review and signature.
5. Process recurring payments as necessary, on a timely basis.
6. Retain invoices and checks as required.
7. Proactively manage and process routine tasks to meet deadlines and ensure timely completion.
8. Conduct vendor history research as necessary.
9. Provide support to property managers regarding accounts payable related matters.
10. Serve as a liaison between the properties and the corporate office.
11. Record journal entries.
12. Adhere to all company personnel directives as outlined in the Employee Handbook and other manuals.

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13. Accurately and timely file all check vouchers, back-up information, and debt payments in assigned files.
14. Accurately maintain all vendor, 1099, insurance, legal files, and other accounting files.
15. Effectively maintain a working knowledge of all assigned files.
16. Enter, track, and post manual payments for all monthly mortgage payments
17. Initiate and record all monthly escrow transfers and journal entries

FAIR HOUSING ACT (“FHA”) / ANTI-DISCRIMINATORY LAWS & ORDINANCES:

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

SIGNATURES:

Employee Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.

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