

Bookkeeper Job Description

COMPENSATION

Position is non-exempt and eligible for pre-approved overtime. Eligible for commissions and bonus as defined under current programs.

POSITION SUMMARY

Position is reserved for assets with 400+ units and/or is part of a multi-site management team. The person in this position is responsible for all accounting operations of the community. Accountable for: posting rents, processing Deposit Accounting forms, vendor invoice management and other administrative duties as required. This position reports to the Community Manager or Assistant Manager.

KEY RESPONSIBILITIES

Key responsibilities of this position include, but are not limited to the following:

- Ensures compliance of company money management and accounts receivable policies and procedures
- Completes accounting responsibilities including revenue management, collections, and timely processing of Deposit Accounting
- Resolve conflicts with residents regarding rent increases and lease violations, escalating to management when appropriate
- Maintains the highest level of customer service for prospects, residents, vendors, and corporate departments
- Compliance with company standards as defined in the Human Resources Policy Manual, Operations Playbook and applicable laws, e.g., Fair Housing, Landlord Tenant, Local Building Codes, OSHA, and EEOC

ATTENDANCE

Position requires ability to work any of the 7 days of the week, 52 weeks of the year. It is critical that individuals possess the ability to work their scheduled hours plus any other hours necessary to complete the job and must attend training classes as scheduled. Work schedules and locations are subject to change. Ensure compliance with time management policies including meal and rest periods.

MINIMUM JOB REQUIREMENTS

- High school diploma or equivalent preferred
- Two years direct or three years related experience
- Accounting background preferred
- Knowledge of budgets and financial statements and ability to work within budgeted guidelines
- Good organizational and time management skills
- Valid driver license and automobile insurance
- Ability to read and write English; speak English and understand spoken English
- Proficient understanding of the Microsoft suite, property management software strongly preferred

PHYSICAL REQUIREMENTS

- Job is intermittently sedentary, but requires mobility (i.e., climb stairs) to tour community on a daily basis
- Will use some repetitive motion of hands/wrists using a computer
- Requires light lifting

Bookkeeper Performance Standards

The purpose of the performance standards is to outline more specifically the details of the position. This is not an all-inclusive list, and duties specific to another position may be assigned to you.

COMMUNITY OPERATIONS

- Investigates resident complaints and lease violations pertaining to collections and Deposit Accounting providing resolution in a timely manner
- Confidently resolves conflicts with residents regarding rent increases collection, noise violations, theft, accounts receivable, accounts payable, and other similar issues
- Effectively manages AUM program, following up on outstanding items promptly
- Thoroughly understands Company accounting policies and procedures
- Understands unlawful detainer and eviction process

FISCAL MANAGEMENT

- Displays proficiency in all aspects of property accounting (e.g., Deposit Accounting, NSF, check processing, Purchase Order management, etc.)
- Executes Pay or Quit Notices, unlawful detainer filing, and preparation of collection documents in accordance with company policy
- Pursue delinquent accounts by contacting residents via email, phone and in-person. Accurately records collection of rents, banking activities, and documentation of all monetary transactions
- Monitors the delinquency report, with knowledge as to the status of all balances and credits due
- Completes timely and accurate processing of Accounting Pre-Month and Month-End close of Yardi

LEADERSHIP/PERSONNEL MANAGEMENT

- Interacts productively with coworkers, vendors, prospects and residents in a professional manner
- Maintains a professional appearance at all times
- Fosters a culture of teamwork and cooperation among associates

CUSTOMER SERVICE/MARKET KNOWLEDGE

- Demonstrates strong customer service skills over the phone and in person
- Provide professional service at all times, exercising discretion as it relates to confidential resident, property and company information

ADMINISTRATION/OTHER DUTIES

- Adapts to change and follows instruction
- Receives constructive feedback in a professional manner
- Completes error free, high quality reports in a timely manner
- Proficient in computer applications and usage as it relates to property management
- Completes all company required training in a timely manner
- Manages administration of resident files to ensure completeness and accuracy

Bookkeeper Acknowledgment

This job description is not an all-inclusive list of functions and tasks. Job functions may be added, deleted or modified at any time by your management team. Receipt or possession of this job description does not constitute a contract of employment.

I acknowledge I have reviewed and am in receipt of the Bookkeeper Job Description related to my position with Essex Property Trust.

Employee Signature

Date

Manager Signature

Date

Printed Name

Printed Name