

Irvine, CA – Accounting Associate

ACCOUNTABLE TO:

Lead Accounting Specialist (LAS) and/or Property Management Controller (PMC)

SCOPE OF RESPONSIBILITIES:

In cooperation with the lead accounting specialist and/or controller and the other members of the property management accounting department, the accounting associate will work to provide superior accounting support service to all Kidder Mathews property managers and accountants in a courteous, professional and efficient manner. This position works closely with other property management services division personnel in a supportive and collaborative team environment.

BASIC DUTIES AND RESPONSIBILITIES:

- Produce, email or mail monthly tenant rent statements
- Prepare monthly bank reconciliations for property trust accounts
- Maintain vendors in both the Accounting Systems of Record and Avid
- Produce daily lockbox reports
- Apply cash receipts to tenant accounts
- Record corporate revenue and maintain log
- Reconcile and process corporate credit card charges
- Assist with preparation and mailing of weekly accounts payable checks
- Sort daily mail
- Prepare 1099 year end reports for all properties
- Produce and distribute monthly accounting department calendar
- Provide clerical support for special projects as assigned
- Daily banking for all managed properties – transfers, ACH's, wires
- Main contact for all banking relationships – including set-up of new accounts, close old accounts, research as necessary
- Maintain W-9s for vendors and property owners

KNOWLEDGE AND SKILLS REQUIRED:

- 2 to 5 years of work experience in an accounting environment
- Excellent verbal and written communication skills
- Superior Excel skills
- Proficient with Word
- Ten key by touch
- Superior customer service skills
- Ability to multi-task and remain focused
- Knowledge of basic office and accounting procedures
- Computer literate in MS Office and Outlook

Irvine, CA – Accounting Associate I continued

- Strong organizational skills and attention to detail
- Highly accurate work product
- Experience with property management accounting systems (Skyline, MRI, Yardi,) beneficial, but not required

This position requires a personality that thrives in a fast paced and busy office setting, with strong personal credibility, superior organizational skills, good humor, and good oral and written communication skills.

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to hrpm@kiddermathews.com.