



**Accounting Specialist  
Job Description  
Created 3/7/2023**

**Introduction**

This standard procedure establishes and defines the basic function authority, responsibilities, duties, reporting relationships, and measures of performance for the position of Accounting Specialist

**General Duties:** Reporting to the President. This person is responsible for overseeing the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

**MAJOR FUNCTION OF THIS JOB INCLUDE:**

- Record financial transactions
- Reconcile bank accounts, daily deposits & provide cash flow management
- Collections / Small claims / Past due Tenant Invoicing
- Manage bank relationships and communication of loan management
- Handle accounts receivable
- Handle accounts payable and all banking relationships
- Work with your tax preparer and assist with tax compliance
- Prepare financial statements monthly
- Processing of payroll and some human resource functions
- Identify internal controls to reduce risk and improve efficiency
- Perform individual and/or organizational tax accounting preparation, reporting and analysis tasks
- Perform cost accounting preparation, reporting and analysis tasks
- Analyze financial and business information to support planning and decision making
- Process financial transactions throughout the accounting cycle
- Work with other department to support leasing and maintenance activities
- Respond to calls from Suppliers and tenants as it pertains to billing and rental payment matters

**SPECIFIC JOB QUALIFICATIONS:**

- Minimum Associates degree in Accounting required
- Must have 2-4 year's year experience in related field required
- Must have high proficiency in Excel & Quickbooks

- Must have good knowledge of Microsoft Office
- Excellent verbal and written communications skills
- Excellent mathematical skills
- Able to multi-task and establish good priorities
- Must have self-motivated, positive attitude
- Pro-active, multi-tasked, self-motivated team player and positive attitude is a must
- Ability to problem solve
- Ability to work independently and in a team environment
- High degree of accuracy and attention to detail
- Goal and deadline oriented

**CERTIFICATES, LICENSURE & REGISTRATION:**

- United States Citizenship or evidence of a valid Alien Work Permit.

**TYPICAL PHYSICAL DEMANDS:**

- Sitting frequently.
- Carrying/Lifting 10 - 40 Pounds rarely.
- Standing / Walking / Climbing.

**• TYPICAL MENTAL DEMANDS:**

- Must be able to read and write in English at intermediate level to read instructions, write reports, etc. Must be able to apply common sense understanding to carry out instructions and plans. On a regular basis must use independent judgment (following prescribed procedures) to determine actions to be taken, priorities, emergencies, etc. Must be able to deal with deadlines, and reprioritizing activities. Will interact sometimes with tenants, and coworkers and therefore, must have demonstrated excellent communication skills both verbal and written.

**OTHER ASPECTS OF JOB**

- Attendance is an essential job function.

*Note: 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.*

**Acknowledge:**

I have reviewed and understand the above job description and believe it to be accurate and complete. I also agree Emmerich Properties retains the right to change this job description at any time.

---

Employee Date

---

Emmerich Properties Representative Date