Position Description

POSITION TITLE: JR Staff Accountant

PAY RANGE/GRADE: Commensurate with experience/ Grade 5

ESSENTIAL FUNCTIONS: The JR Staff Accountant performs various accounting functions associated with financial operations of the corporation and its subsidiaries in accordance with the organization’s policies and ensures that all receivable and payable accounts are accurate, complete and computed in accordance with generally accepted accounting principles. In all instances, the JR Staff Accountant must perform in accordance with and be committed to the Bickerdike mission.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, lift and or move up to 10 pounds.

RESPONSIBILITIES

1. Perform all Accounts Payable functions including, but not limited to: proper coding, prorating and charging invoices to the correct property, preparing and printing of checks, ensuring all payments are posted accurately and correctly and ensuring payment processes and procedures are carried out in a timely and accurate manner.
3. Perform all Accounts Receivable functions including, but not limited to: coordinating the receipt of rent payments and other receivables in a timely manner, making frequent bank deposits, and preparing cash flow statements on a weekly basis or more frequently, as required.
4. Ensure the verification of all recording deposits and cash disbursements in the accounting software and
5. Prepare and enter standard recurring monthly journal entries.
6. Review and approve monthly bank reconciliations.
7. Oversee the notification process for all sub-contractors, ensuring that all invoices are closed out at year end and ensure that all documents needed are on file.
8. Review all recorded W9's in the accounting software and process 1099 at year-end.
9. Resolve billing or documentation issues with staff, vendors and other service providers.
10. Assist in the audit process as required.
11. Work in conjunction with members of the accounting department to assist with developing and maintaining an Accounting Procedures Manual.
12. Cross-train with other positions within the accounting department and fill-in when necessary.
13. Insures internal controls and structure of information is compliant.
14. Perform other relevant tasks as assigned.

QUALIFICATIONS: Minimum of 3 years related work experience. At least 2 years of college courses with an emphasis in accounting. Experience in residential real estate industry preferred. Excellent computer, communication and organization skills required. Must have excellent skills in excel, word and other Microsoft office products. Experience with MRI software preferred. Must have access to a car, valid driver’s license and proof of insurance required for occasional field work.

REPORTING RELATIONS: Under the direct supervision of the Senior Accountant. In the absence of this supervisor, shall report to the Accounting Director.

POSITION CLASSIFICATION: Non-exempt

Bickerdike is an Equal Opportunity Employer
Drug Free Workplace

06/19

A non-profit organization serving the community development of West Town, Humboldt Park, Logan Square, Hermosa and Avondale since 1967.