



## JOB ADD POSTING

<b>Job Title:</b>	Property Accountant	<b>Job Code/ Req #:</b>	1002
<b>Location:</b>	Atlanta, GA	<b>Travel Required:</b>	No
<b>Salary Range:</b>	\$32,000-\$38,000	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Schreka McKinney		
<b>Date posted:</b>		<b>Posting Expires:</b>	Until Filled
<b>External posting:</b>	Yes	<b>Internal posting:</b>	Yes
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (404) 745-0055 or <a href="mailto:hr@condominiumconcepts.com">hr@condominiumconcepts.com</a>			
<b>Subject Line: Attention:</b> [HR Department RE: Job Code/Req# and Title]			
<b>Job Description</b>			
<p><b>ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Conduct all business in accordance with company policies and procedures, Fair Housing, ADA, Fair Credit Reporting Act and all other Federal, State and Local laws pertaining to Multi-Family Housing, Real Estate and License law.</li> <li>• Assist in budget preparation.</li> <li>• Ensure that all assessments received are posted daily and deposit immediately given to designated accountant.</li> <li>• Process all accounts receivable and payables. Ensure that all invoices are correct prior to processing for payment.</li> <li>• Provide payables with proper information to RPM for final review.</li> <li>• Aggressively handle the collection of all delinquent accounts to include; late notices, contacting owners, and completing delinquency reports.</li> <li>• Per RPM's direction, send delinquent owner ledgers to attorney once per month.</li> <li>• Provide all Reserve transfers to CFO.</li> <li>• Process all monthly assessment and late fee billing.</li> <li>• Respond to all Owner account inquiries within 24 hours of receipt.</li> <li>• Provide responses to accountants for bank reconciliation discrepancies.</li> <li>• Handle all NSF payments, send letter, and follow up.</li> <li>• Post all "No Docs" for portfolio.</li> <li>• Complete all account/ledger adjustments as directed by RPM only.</li> <li>• Print and scan income statements as requested by owners.</li> <li>• Answer emails daily.</li> <li>• Handle all vendor information to include updating mailing address, phone numbers, and obtaining vendor PO, release, and insurance information yearly and for all new vendors.</li> <li>• Complete all 1099s by required date as directed by RPM.</li> <li>• Complete administrative duties as required and needed.</li> <li>• Meet all deadlines as required by RPM for all assignments.</li> <li>• Ensure all record keeping of homeowner files is proper.</li> <li>• Send welcome packages to new owners within 24 hours of notification.</li> <li>• Attend all monthly, Special, and Annual meetings as required by RPM or SVP.</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>	Schreka McKinney	<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	