



## Job Description for Accounts Receivable Specialist

### Summary of Responsibilities

The Accounts Receivable Specialist will perform a variety of tasks to ensure efficient, timely and accurate accounting information as well as be responsible for the tracking, follow up and collection of corporate A/R.

#### Essential Job Functions – Property

- Prepare daily checks for remote capture and physical deposits
- Record daily check deposits
- Daily online review of bank accounts for tenant electronic payments and any other non-recorded bank activity.
- Identify bank deposit issues and perform all follow up including check requests, transfers, etc.
- Provide information or complete forms to set up tenants for ACH deposits
- Record internal charges monthly
- Assist Property Management personnel in investigating and resolving tenant queries

#### Essential Job Functions – Corporate

- Prepare daily checks for remote capture and physical deposit
- Record daily check deposit
- Daily online review of bank accounts for any non-recorded bank activity
- Identify bank deposit issues and perform all follow up including check requests, transfers, etc.
- Record internal charges monthly
- Monitor customer accounts for non-payments, delayed payments and other irregularities
- Work with company personnel to investigate issues/questions and develop a follow-up plan which is to be reviewed and updated bi-weekly
- Communicate with customers to request payment and ensure timely collection
- Collecting payments from customers and accurately recording them in the system
- Perform monthly, quarterly and year end responsibilities as needed

*Employees may be asked to perform other tasks not listed in the essential job functions.*

### Qualifications and Experience

- Minimum of 2-3 years of accounts receivable experience required
- High attention to detail and accuracy
- Excellent verbal and written communication skills
- Good organizational skills and the ability to multi task
- Knowledge of general accounting procedures including regulatory standards and compliance requirements
- Proficient knowledge of Microsoft Office applications, including Word, Excel and Outlook
- Real Estate and Yardi experience a plus

### Physical Demands

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard, monitor and telephone.