

Please send all Resumes to crancher@nicklincm.com

Job Title: Staff Accountant	Department: HOA
Supervisor: Riley Eaker	Classification:
Pay Grade: (subject to experience)	Pay Range:

JOB DESCRIPTION

Essential Functions: Provide general ledger accounting and clerical back up support and relief to the accounting department of an established community management company

- Accurately enter data in a timely manner (homeowner deposits, invoice processing, bank reconciliations, etc.)
- Maintain accounting documents and records
- Request and process W9 forms and certificates of insurance from vendors
- Assist homeowners and vendors via telephone and e-mail
- Assist with filing of daily reports and invoices
- Communicate with board members and provide cash account analysis as necessary
- Assist with annual external audits

PLEASE NOTE THAT THESE DESCRIPTIONS CAN CHANGE AT ANY TIME.

Core Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential duties and responsibilities of this position:

Minimum Qualifications:

- Accuracy and attention to detail
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills (Word, Excel and industry-specific database programs, Outlook)
- Strong analytical, organizational, time management, and problem-solving skills
- Anticipates ongoing changes, problems, and opportunities in order to maintain effective systems and procedures
- Positive attitude and genuine desire to learn
- Ability to work in a fast-paced environment and meet assigned deadlines as required

Preferred Qualifications:

- Bachelor's degree in accounting or other business discipline and/or 3+ years related experience; or an equivalent combination of education and experience.
- Excellent 10-key skills; Typing speed minimum 45 wpm
- Excellent communication skills (both written and oral)
- Ability to communicate with all levels within the organization
- Must be able to handle disgruntled homeowners and/or vendors
- Must have a valid NV driver's license and reliable transportation
- Prior HOA experience a plus!

ADA Requirements:

- Must be able to lift up to 25 pounds. (file boxes)