



## **PROPERTY MANAGEMENT BOOKKEEPER**

### ***Position Announcement***

Division: Administration/Accounting

Supervisor: Property Management Accounting Supervisor

Status: Non-exempt

#### **ORGANIZATIONAL BACKGROUND:**

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura and Santa Barbara Counties. CEDC's core program areas are: development of for-sale and multi-family rental housing for very-low, low, and moderate income families; homeownership education, counseling; property management; and community building and neighborhood revitalization.

#### **POSITION DESCRIPTION:**

Perform full service accounting, including bank account reconciliations, processing of cash receipts and cash disbursements, and audit schedules for CEDC's property management portfolio. Reports to include monthly and quarterly property financial reports for Senior Accounting Manager as needed for monthly reporting.

#### **DUTIES AND RESPONSIBILITIES:**

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Responsibilities and duties include, but are not limited to the following:

- Process accounts payable invoices, GL coding/inputting into Yardi system
- Process payments/checks with support back-up and approvals
- Maintain A/P and A/R files (invoices, checks, revenue receipts, etc.)
- Prepares, collects and maintains vendor files including contracts, W-9's and insurance
- Bank reconciliations and filing of all A/P and Bank reconciliations
- Back-up CEDC Accounting staff (as needed)
- Audit work papers (with direction from CFO & Senior Accounting Manager)
- Enter property budgets into accounting software annually.
- Other duties as per the direction of the Senior Accounting Manager

#### **QUALIFICATIONS:**

- High School Degree or GED
- At least 2 years of accounting experience in a non-profit or public corporation
- Valid California Driver's License

**KNOWLEDGE & ABILITIES:**

- Intermediate MS offices skills.
- Ability to work independently.
- Working knowledge of financial software programs
- Ability to take initiative in problem solving
- Ability to develop and maintain effective working relationships.
- Ability to communicate clearly and effectively
- Familiarity with nonprofit, multi-funded organization preferred.

**PREFERRED SKILLS & ABILITIES:**

- Familiarity with Nonprofit, multi-funded organization desirable.
- Familiarity with property management desirable.
- Experience with Yardi software highly desirable.
- Knowledge of low-income funding compliance conditions desirable.
- Computer proficient.
- Sensitive to the needs and concerns of low-income people and possess a commitment to affordable housing.