



## **Property Management AP Clerk**

### Position Announcement

FLSA Status: Non-exempt, Full-time  
Supervisor: PM Accounting Supervisor  
Department: Accounting

### **ORGANIZATIONAL BACKGROUND:**

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura, Santa Barbara and Los Angeles Counties. CEDC's core program areas are the development and construction of multi-family rental housing for very low, low, and moderate-income families; property management; and resident and community services.

An industry leader since 1981, CEDC has built 45 affordable housing developments totaling close to 1,700 ownership and rental units. It currently has an ownership interest in 1,132 rental units that it manages. CEDC has an annual operating budget of \$5,800,000 and multiple projects in the early stages of development.

### **SUMMARY**

Reporting directly to the PM Accounting Supervisor, the Property Management AP Clerk will perform full service accounts payable duties according to company policies and procedures. Assist with other related projects as needed including tasks related to preparation of monthly and annual reporting requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Process payments/checks with support back-up and approvals
- Maintain A/P files (invoices, checks, etc.)
- Assists with maintaining 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)
- Other duties as per the direction of the PM Accounting Supervisor.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- High School Degree or GED
- At least 2 years of accounting experience in a non-profit or public corporation

### **OTHER SKILLS, ABILITIES, QUALIFICATIONS**

- Computer literate. Proficient in MS Office.
- Excellent communication (verbal and written), problem solving, decision-making, interpersonal and time management skills.

- Ability to work under pressure and successfully meet deadlines.
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Experience working with, developing and maintaining working relationships with diverse groups, i.e., staff and outside contacts.
- Commitment to the companies' goals and philosophy.
- Ability to work independently
- Working knowledge of financial software programs
- Familiarity with nonprofit, multi-funded organization preferred

#### **PHYSICAL DEMANDS**

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. Employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds.

#### **JOB DESCRIPTION REVISION**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

#### **APPLICATION PROCESS**

Qualified candidates should e-mail a letter of qualification, application and resume attention to Human Resources at [hr@cabrilloedc.org](mailto:hr@cabrilloedc.org).

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER.