



Property Management Bookkeeper

JOB DESCRIPTION

Supervisor: Accounting Supervisor

Department: Accounting

Status: FT, Non-Exempt

ORGANIZATIONAL BACKGROUND:

Cabrillo Economic Development Corporation develops and manages service-enriched, inclusive residential communities, ensuring access to affordable, secure, quality housing that creates the foundation for our residents to grow and thrive.

POSITION DESCRIPTION:

Perform full service accounting, including accounts payable, bank account reconciliations, processing of cash receipts and cash disbursements, and audit schedules for CEDC's property management portfolio. Provide reports including monthly and quarterly property financial reports for PM Accounting Supervisor as needed. Assist with other accounting projects including tasks related to preparation of monthly and annual reporting requirements.

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 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
- Maintain A/R files (revenue receipts, etc.)
- Maintain all HAP Change notices and perform changes in Yardi software.
- Entry of all HAP deposits, including USDA
- Monthly journal entries as needed, including reconciliation of all escrow accounts.
- Bank reconciliations
- Back-up CEDC Accounting staff (as needed)
- Audit work papers (with direction from CFO & PM Accounting Supervisor)
- Enter property budgets into accounting software annually.
- Other duties as per the direction of the PM Accounting Supervisor
- Annual Welfare Exemptions and other annual reporting as needed.

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.

All qualified persons should EMAIL OR FAX their Résumé to:
Resumes@cabrilloedc.org or Fax: (805) 620-9294

CEDC IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.