

Diversified Properties – Staff Requirements:

Full-Time Accounting Professional

- Diversified Properties is seeking an Accounting professional that will have responsibility to input and understand all financial transactions relating to the operation and management of our commercial properties. Under the direction of the principals, and working with the property management team, the position would involve monitoring and reporting on day-to-day accounting, financial analysis, transactions and processes.

Daily duties will include:

- General Ledger maintenance, including preparing and posting journal entries and cash receipts, coding and data entry.
- Accounts Receivable and Accounts Payable.
- Payment of mortgage payments and Real Estate taxes for multiple properties.
- Monthly, quarterly and annual financial statements for multiple entities.
- Monthly account reconciliations for cash, receivables, payables, accruals and lender requirements.
- Enter and track data for new leases.
- Work with property managers on reconciliations and projections of properties operating expenses (CAM).
- Work with property services department on tracking, billing, and reporting on projects at multiple properties.
- Maintaining books for several entities.
- Maintaining investor records and working with investors for multiple entities.
- Consistently maintains a professional courteous attitude.
- Performs other duties as needed.

Job Requirements

The ideal candidate will meet the following requirements:

- BBA or BS in Accounting or Finance would be helpful but not a requirement.
- 4+ years' experience in bookkeeping, including accounts payable, accounts receivable, journal entries, general ledger, reconciliations, etc.
- Excellent communication and organizational skills are necessary.
- Self-motivation, attention to detail, and ability to adapt to and move with change are necessary.
- Good problem solving skills, strategic thinker and a team player.
- Excellent computer skills including MS Word and MS Excel; knowledge of property management software (ex. Yardi).

The company offers a competitive salary, excellent benefits, and potential for career growth.

Note: The company retains the services of a local CPA firm for all tax returns and formal year end accounting.

Part Time Accounting professional

- Diversified Properties is seeking an Accounting professional looking to work three days a week. Under the direction of the principals, and working with the property management team, the position would involve monitoring and reporting on day-to-day accounting, financial analysis, transactions and processes.

Daily duties will include:

- General Ledger maintenance, including preparing and posting journal entries and cash receipts, coding and data entry.
- Accounts Receivable and Accounts Payable.
- Payment of mortgage payments and Real Estate taxes for multiple properties.
- Monthly, quarterly and annual financial statements for multiple entities.
- Monthly account reconciliations for cash, receivables, payables, accruals and lender requirements.
- Enter and track data for new leases.
- Work with property managers on reconciliations and projections of properties operating expenses (CAM).
- Work with property services department on tracking, billing, and reporting on projects at multiple properties.
- Maintaining books for several entities.
- Maintaining investor records and working with investors for multiple entities.
- Consistently maintains a professional courteous attitude.
- Performs other duties with assistance as needed.

Job Requirements

The ideal candidate will meet the following requirements:

- 4+ years' experience in bookkeeping including accounts payable, accounts receivable, journal entries, general ledger, reconciliations, etc.
- Excellent communication and organizational skills are necessary.
- Self-motivation, attention to detail, and ability to adapt to and move with change are necessary.
- Good problem solving skills, strategic thinker and a team player.
- Excellent computer skills including MS Word and MS Excel; knowledge of property management software (ex. Yardi).

The company offers a competitive salary, excellent benefits, and potential for career growth.

Note: The company retains the services of a local CPA firm for all tax returns and formal year end accounting.