

## Property Accountant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$32.00 to \$37.00 hourly  
**Employment status:** Contract / Temporary

### Description

Attention to all qualified individuals! Our esteemed Real Estate client is currently in search of a proficient contract Property Accountant on a contractual basis. This role encompasses managing daily accounts payable (AP) and accounts receivable (AR) transactions, and more, for a period of 1-3 months or more. The position mandates on-site presence in the vibrant locale of San Mateo, CA. Apply today!

Daily Responsibilities:

Working closely under the guidance of the Controller:

- Utilize Yardi software for inputting accounts payable (AP) invoices.
- Accurately code AP invoices, conduct matching and batching, and facilitate check runs.
- Oversee Accounts Receivable (AR) operations, including generating aging reports and billing.
- Handle journal entries, ensuring accuracy and compliance.
- Maintain the General Ledger with meticulous attention to detail.
- Perform reconciliations as required.

If you possess the requisite skills and are ready to embark on this exciting opportunity, we encourage you to apply promptly.

### Requirements

- Comprehensive experience in full-cycle Accounts Payable (AP) processes.
- Highly desired proficiency with Yardi software.
- Knowledge of Accounts Receivable (AR) processes is advantageous.

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