

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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