
Accounts Receivable Associate (Exempt)

Job Description

To ensure prompt and accurate accounts receivable entries for third party tenant's accounts are. Aspects of this job include working with property managers and accountants to ensure tenant's billings are made accurately and in accordance HLC accounting practices.

Supervision

Reports to: Accounting Manager

Responsible for: N/A

General Qualifications Required

Education: High School Diploma or equivalent

Training Requirements: N/A

Licensing: N/A

Experience: Minimum five (5) years real estate experience
Microsoft Office (Word, Excel and Outlook)
MRI, Skyline, Yardi experience a plus

Skills/Behaviors: Strong oral and written communication skills
Strong organizational skills with ability to prioritize
Ability to handle multiple tasks while meeting strict deadlines
Efficient and responsive
Detail oriented
Team oriented
Self motivated

Major Areas of Responsibility

- **Daily**
 - Prepare checks for deposit and/or pull receipt information from property banks on-line.
 - Record cash receipts and apply to appropriate charges.
 - Apply prepaid rent credit payments to appropriate charges.
 - Record late fees, metered utilities, tenant work orders & misc. charges to tenant accounts that are provided by property manager.
 - Refund tenant overpays and credits with property manager approval.
 - Reconcile terminated tenant accounts.
 - Research and reconcile tenant accounts when warranted.
 - Notify property managers of tenant payment discrepancies.
 - Notify property managers and accountants of key cash receipt cut-off dates.
- **Annually**
 - Update tenant monthly escrow charges based on approved budgets.
 - Post annual recovery reconciliation invoices to tenant accounts after reviews and approvals by accounting, property management and property owners.

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- **Monthly**
 - Review rent rolls and post monthly charges to tenant accounts with property manager approval.
 - Maintain lease records on property owner accounting software: New leases, renewals, expansions, assignments, terminations and expired leases.