



JOB DESCRIPTION

Position Title: Staff Accountant

FLSA Status: Exempt

Reports to: CFO

Effective Date: September, 2020

Job Summary:

The Staff Accountant will provide management with financial information. This individual is responsible for maintaining financial procedures and confirming financial compliance through preparation of a company's reports and statements. This individual will work closely with property managers, outside vendors, and the accounting team.

Essential Responsibilities:

- Assist in preparation of internal and external financial statements by gathering and analyzing information.
- Analyzes information and options by developing spreadsheet reports, verifying information.
- Prepares general ledger entries and reconciles accounts.
- Assists in development and implementation of accounting procedures.
- Answers accounting and financial questions by researching and interpreting data.
- Prepare monthly bank account reconciliations.
- Provides accounting support by reviewing financial information and preparing financial reports.
- Provides support to Accounts Payable Department.
- Provides support for accounts receivable processes.
- Prepare monthly credit card statements; reconcile accounts.
- Protects organization's value by keeping information confidential.
- Assists Chief Financial Officer and Senior Accountant in compilation of miscellaneous confidential reports.
- Performs other duties as assigned by Management.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications:

Educational Requirements:

- Bachelor’s degree in accounting required.

Additional Qualifications:

- Ability to meet deadlines and work efficiently with minimal supervision
- Detail oriented
- Ability to multitask, prioritize, and organize efficiently
- PC skills in Microsoft Office including Excel, Word
- Maintains strictest confidentiality
- Superior verbal and written communication skills
- Planning/organizational and demonstrated project management skills

Nothing contained in this job description for employees of NM Residential is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I further understand that my employment shall be “at will” at all times, meaning that either NM Residential or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____