



## Job Description



### *The Stanton Group, Inc.*

**JOB TITLE:** Full Charge - Bookkeeper  
**DEPARTMENT:** Accounting  
**REPORTS TO:** Management  
**GRADE:**  
**FLSA STATUS:** Non-exempt  
**DATE PREPARED:** July 7, 2003  
**DATE REVISED:** November 4, 2010

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The Full Charge Bookkeeper supports The Stanton Group, Inc.'s (SGI) goals, values and philosophy by exhibiting the following behaviors: Excellence, quality service, commitment and accountability. As a member of the SGI team, performance includes demonstration of the following accountabilities: Communication, teamwork and job knowledge.

#### **POSITION SUMMARY**

The Full Charge Bookkeeper is responsible for the timely and accurate input, processing and reporting of the computerized accounting system for properties and companies as assigned. This position applies accounting principles to property management and prepares monthly and annual financial reports as required by management.

#### **PRIMARY DUTIES AND RESPONSIBILITIES** include the following:

1. Prepares monthly, quarterly, and corporate financial reports accurately and timely, by the tenth of the month, and delivers to Vice-President for review and approval.
2. Performs credit checks on new tenants and is responsible for maintaining records in accordance with applicable laws
3. Prepares bank and credit card reconciliations. Prepares bank deposits for all checks and cash received.
4. Creates invoices from company and affiliates to properties as needed
5. Reviews cash flow and on line bank accounts on a daily basis, to maintain necessary funds for operating and capital expenditures and advises Vice President and Property Manager as needed.
6. Collects rent from Tenants and tracks delinquent rents, sends rent reminders and late notices and reports potential defaults to Vice President and Property Manager. Assists in collections and default proceedings as needed.
7. Enters Tenant payments, charges, and maintains tenant ledgers (lease renewals, reimbursements).
8. Creates monthly charges, management fees, and leasing commissions.
9. Maintains a spreadsheet of leasing commissions, due dates, and escalations.
10. Updates and monitors monthly calendar to work through corporate, affiliate and property accounting needs, and sets alerts in calendar for date sensitive items.
11. Performs full charge accounting responsibility for special properties and projects as assigned.
12. Responsible for setting up new bank accounts or transferring of current accounts.
13. Performs weekly check run for all properties and corporate entities and writes other checks as needed.
14. Adheres to full checks and balances in place in accordance with generally acceptable accounting principles.
15. Performs year-end reporting to accountants for corporate, special projects and affiliates and assists Property Manager with annual pass through billings and charge entries.
16. Prepares corporate and affiliate sales tax, and F&E tax and reports as required (real, personal, sales and use).
17. Assists in annual budget data entry and preparation, and year-end pass through calculations & invoices as needed.
18. Prepares and sends information for annual tax appeals and confers with Property Manager.
19. Prepares and mails 1099 reports to vendors at year end.
20. Backs up incoming phone calls as necessary.

21. Maintains confidentiality of company and client information.
22. Reacts productively to change.
23. Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED is required; Bachelor's degree in Accounting is preferred; a minimum of three (3) years accounting experience; and/or equivalent education or experience in job related activities is required.

#### **OTHER SKILLS**

Ability to speak, hear, see; ability to speak, read and write in English; good problem-solving and analytical skills; good interpersonal skills; good written and oral communication skills; proficient in use of Microsoft Word, Excel and Outlook; proficient in use of standard computerized accounting systems.

*Please contact Jo Craig*

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