

Accounting & Operations Associate:

The Heimat Group is a boutique real estate and business advisory firm delivering authentic, personalized management, consulting and capital services. We are currently seeking a full-time Accounting & Operations Associate to join our team! Ideal candidate thrives in a fast-paced, self-managed environment, has strong communication skills, is dedicated to exemplary customer service & maintains a fabulous sense of humor.

Responsibilities and Duties:

- Preparing and reviewing invoices for tenants and vendors & ensure timely payment
- Monthly bank account reconciliations
- Generating Financial Report Groups and compilation of Monthly Ownership Reports
- Developing, reviewing, maintaining and improving accounting practices and procedures
- Keeping account books and systems up to date
- Resolving any discrepancies or irregularities in records, statements, or documented transactions
- Ensuring all financial records and statements are in line with laws, regulations, and generally accepted accounting principles (GAAP). These records and statements may include balance sheet, profit and loss statements, cash-flow statements
- Compiling information needed to prepare journal entries for the general ledgers
- Vender management
- Assisting with property budget creation and annual expense reconciliations
- Learning established RealPage accounting procedures

Qualifications & Skills:

- Must exhibit high moral and ethical standards working in a fiduciary role
- Enhanced numerical and quantitative skills
- Advanced analytical and problem-solving skills
- Time management, self-management
- Highly organized with great attention to detail
- Strong communication skills
- Real Estate Management accounting experience a plus, particularly with RealPage or other comparable systems
- Corporate or commercial finance experience a plus
- Proficiency in Microsoft Office products - Excel a must

Day-to-Day Activities:

- Enter, process and pay AP invoices
- Record AR payments
- Routine journal entries
- Check outstanding AR/AP

Accounting & Operations Associate:

- Manage scheduled billing
- Check runs and mailings as needed

Benefits:

- Flexible schedule
- Family-centric company
- Growing, entrepreneurial company
- Authentic teammates
- Fun, relaxed environment
- Daily dose of laughing

Compensation:

- Commensurate with experience and role