

CORCORAN

JENNISON
Management LLC

Position Title: Accounts Payable Assistant

Reports To: Property Manager

Summary:

The Accounts Payable Assistant's primary responsibility is to assure execution of the property's financial plan, operating budget and compliance with lender and regulatory agency requirements. They support the Property Manager in all aspects of administration, asset management and capital improvements through timely processing of invoices, and escalation to the manager of credit holds and other impediments to business function. The Accounts Payable Assistant also, resolves collection efforts from vendors. The person must also demonstrate strong leadership, customer service, problem solving, decision making and multitasking skills, as well as other duties as assigned. Will be required to abide by all Corcoran Jennison Handbook Policies and Procedures, as revised from time to time.

Position Responsibilities:

- Review and approving expenditures
- Negotiating with vendors, as needed
- Accurate maintenance of purchase order handling, capital improvement records,
- Preparation of monthly/quarterly owner reports
- Requests for reimbursement from various escrow accounts
- Keeping abreast of all aspects of the property's operations to ensure that standards are maintained, problem solving, and providing constant feedback to the supervisor in all areas.

Supervisory Responsibilities:

- None

Education and Experience:

- High School diploma or equivalent; Bachelor's degree in Accounting or Finance preferred
- 2 or more years experience in multi-family property management
- Knowledge of HUD programs including Project-Based Section 8 and Low Income Housing Tax Credit
- Proficiency in Microsoft Office, including Word, Excel, and Outlook
- Excellent customer service skills
- Ability to perform in a busy, multi-tasking work environment

Certificate, Licenses and Registration:

- None required

Physical and Other Demands:

Physical Requirements:

- Being on foot, bending, stooping, squatting, kneeling, climbing stairs and ladders, pushing or pulling, reaching above shoulder height, grasping, gripping, turning, lifting and carrying 1-25 lb. items, performing general and detail observation, working at above ground height, using finger dexterity, operating equipment or tools, following instructions, reading and/or comprehending manufacturer's and product label directions, communicating with other staff members, working indoors, and using adequate vision and mobility. Writing to complete reports and requests, observing things clearly beyond an arm's reach, lifting and carrying of items weighing 25-75 lbs., and driving vehicles. Working outdoors in all conditions, lifting and carrying (with assistance) items weigh 75-150 lbs. Other requirements as requested.
- Vision requirements, as appropriate, to observe areas needing attention/correction. Read Cautionary labels, respond to written instructions from staff. Ability to see things clearly beyond arm's reach. Observe and assist maintenance, observe problems throughout property.
- Hearing requirements not essential. Ability to hear clearly to receive instructions from management. Written instructions acceptable.
- Must be able to speak and communicate clearly in English.

Transportation Requirements:

- If driving company vehicle, drivers license and adherence to company driving policies. Will require available transportation method to visit site locations.

Working Environment:

- Position requires ability to work indoors.