

**POSITION:** Bookkeeper

**REPORTS TO:** Property Manager

**Location:** Rockland, MA

**PRINCIPLE FUNCTION:** Providing support to Property Manager in the performance of all accounts receivable duties in compliance with all procedures established by FHRC Management Corporation

**DUTIES AND RESPONSIBILITIES:**

1. Process deposits, including, but not limited to, rent deposits, security deposits and replacement reserve deposits.
2. Process account receivable summaries.
3. Supervise rent collection and implement rent collection procedures.
4. Bill for tenant damages, air conditioner usage, and commercial space tenants.
5. Process security deposit interest checks and security deposit dispositions.
6. Accounts Payable duties, including, but not limited to, maintaining purchase order log, completing purchase orders and payment vouchers.
7. All other related duties as deemed necessary by the Property Manager.
8. All employees have the responsibility of performing their work in a safe and efficient manner, shall be responsible for observing all company safety rules, report unsafe conditions and all incidents to their supervisor.

**QUALIFICATIONS:**

- High school graduate with concentration in accounting.
- Two years experience in this or related accounting field.
- Knowledge of subsidized housing.
- Good organizational skills.
- Ability to work with limited supervision.

**POSITION CONTENT**

This job description is not intended to be and should not be construed as an all inclusive list of the responsibilities, skills or working conditions associated with the position. While it is intended to

accurately reflect the position, activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

Please submit resumes to Donna Burke-Smith at [dburkssmith@firsthartford.com](mailto:dburkssmith@firsthartford.com).