

ALGONQUIN HEIGHTS ASSOCIATES

Algonquin Heights Associates is a 200 unit multi-family housing complex ¼ mile off of Route 3, Exit 6 in Plymouth, MA. We offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life insurance, profit sharing paid sick time, paid company holidays and paid vacation. EOE. The position requires a degree, previous complementary experience and an individual who works well with others.

JOB DESCRIPTION: BOOKKEEPER/ACCOUNTANT

This position is responsible for maintaining computer-based accounts payable, accounts receivable (including resident and subsidy), and general ledgers as well as payroll functions. Additionally familiarity with HUD reporting requirements and a data-base inventory assets system is a plus. The position reports directly to the Property Manager.

DUTIES AND RESPONSIBILITIES:

Administrative duties include, but are not limited to the following:

- Post daily receipts and maintain resident rent accounts
- Accounts payable and petty cash disbursements
- Reconcile receivable and escrow accounts
- Reconcile bank statements
- Prepare general ledger month-end excel source documents
- General ledger month end financials
- Monthly Housing Assistance Payments: process, submit, post and balance
- Prepare and process monthly reporting required by HUD
- Process subsidy overpayment accounts
- Process requests for special claim payments to HUD and other subsidy providers
- Review rent accounts and initial appropriate late and 14-day notices
- Generate various annual and bi-annual reports required by HUD/MassHousing
- Assist in the preparation of the year-end audit working papers
- Assist in the preparation of bi-weekly payroll
- Maintain various excel working papers and schedules
- Resident meetings regarding rent and other charges including arrearages
- Monitor and coordinate resident eviction procedures and practices

SKILLS/QUALIFICATIONS:

- Excellent written and oral communications skills
- Excellent organizational skills
- Work well as a team member
- Detail oriented, accurate and able to follow directions
- Proficient with Microsoft Outlook, Word and Excel is a must.
- Affordable Housing experience is a significant plus
- Peachtree and RealPage Onesite system experience a plus.
- Appropriate degree and two years' minimum prior experience required

Interested candidates should please send your cover letter and resume to Kellie Howard, Property Manager at khoward@algonquinheights.com