

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.

JOB DESCRIPTION: BOOKKEEPER / HUMAN RESOURCES

This position is responsible for maintaining the accounts payable ledgers, accounts receivable ledgers, general ledger and tenant ledgers as well as payroll functions. The Bookkeeper reports directly to the Assistant 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
- Prepare general ledger month-end excel source documents
- General ledger month end financials
- Monthly Housing Assistance Payments: process, submit, post and balance
- Process subsidy overpayment accounts
- Process special claims
- 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 and reconcile employee benefit ledgers
- Maintain various excel working papers and schedules

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 a plus
- Peachtree and RealPage Onesite system experience a plus.
- 2 years' experience required

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