
East Coast Property Management

Job Description – Accounting Specialist

Position:	Accounting Specialist
Location:	Milford, DE
Classification:	Full-Time, Non-Exempt
Immediate Supervisor:	Accounting Manager

Description:

East Coast Property Management (ECPM) has served the needs of property owners throughout Delaware, Maryland and Virginia for over 40 years. The organization is known for an open-minded approach, commitment to quality, and caring passion for customers and staff alike. While this job description describes the typical duties and responsibilities of the position there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out ECPM's mission.

The Accounting Specialist performs general finance and accounting tasks including reconciling payments, reviewing invoices, processing checks, and analyzing accounts.

Duties and Responsibilities

Specific:

- Create and maintain files for assigned properties.
- Review and enter deposits for assigned properties.
- Review, enter, pay, and mail invoices for assigned properties including payroll and benefits.
- Resolve any invoice discrepancies.
- Process returned checks.
- Receive calls from agencies, managers, and vendors.
- Process mortgages, tech support, and management fees.
- Fund insurance, tax, and reserve accounts.
- Review files to send to various auditors annually.
- Going to the bank, on a daily basis, to deposit money received.

General:

- Position may require the use of personal vehicle for East Coast Property Management travel, employees must maintain a valid driver's license and auto insurance.
- Abide by and comply with East Coast Property Management's personnel manual.
- Maintain professional quality written correspondence, memos, proposals, etc.

- Maintain professional quality oral communication and presentation skills.
- Work individually with diligence to accomplish established work plan and objectives.

Qualifications

General Requirements:

- High school graduate degree in business, administration, or other appropriate field preferred.
- Minimum of two (2) years accounts payable, bookkeeping, or office experience.
- Detail oriented.
- Excellent verbal and written communication skills.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Courteous and businesslike manner in dealing with the public and co-workers.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

Name (Printed)

Signature

Date