

Accounts Receivable

Southside United HDFC - Los Sures® - Brooklyn, NY

Our company is a non-profit organization located in Brooklyn that provides affordable housing, community development, tenant organizing and social services. We are looking for an Accounts Receivable fiscal team member to oversee the daily Accounts Receivable needs of our organization.

Under the Direct Supervision of the Accounting Supervisor, duties and responsibilities include:

- Review asset and income accounts
- Review deposit registers
- Aged receivables reconciliations
- Rent schedules / prepaids
- Review of rent rolls
- Any new accounts opened etc.
- Security deposit reconciliations
- Post customer payments by recording cash, checks, and credit card transactions
- Post revenues by verifying and entering transactions
- Update receivables by totaling unpaid invoices
- Resolve valid or authorized deductions by entering adjusting entries
- Summarize receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report
- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities
- Generate financial statements and reports detailing accounts receivable status
- Provide information for auditors upon request
- Ad hoc projects and other duties as assigned

The ideal candidate should have a Bachelor's degree in Finance or Accounting and a minimum of three years of Accounts Receivable experience; having Yardi experience is a must; affordable housing experience is a plus; grant experience is a plus.

This position is a full-time union position with full benefits. Please note that our company is an equal employment opportunity employer.

Job Type: Full-time

Experience:

- Accounts Receivable: 3 years

Education:

Bachelor's