Position: Staff Accountant  
Reports To: Assistance Controller  
Salary: $50,000 Annual  

Send resume to: rbcareers@riseboro.org  

Essential Duties and Responsibilities  
- Bank reconciliation for various entities  
  - Reconciling 60 plus bank accounts  
  - Write off and or reissuance of outstanding checks over 90 days  
  - Scan and file all reconciled bank reconciliations  
  - Maintain schedule of status for all bank reconciliation  
  - Follow up with management on open items in order to complete bank reconciliation  
  - Following up with team members on non-posted items on Bank Statements  
- Assist in month end closing  
  - Assuring all cash in and out the bank is posted in the correct month  
  - Booking commercial rent parent company pays to affiliates  
- Assist with Audit and Tax preparation  
  - Maintain Audit/ and Tax schedule updates  
  - Work with Assist Controller, Accounting Manager and staff on Audit work papers  
- Review and Post all proposed Journal entries  
  - Loans between accounts  
  - Re-class for incorrectly booked items  
  - Audit adjusting Journal entries for closing of the fiscal year  
  - Miscellaneous entries  
- Serve as backup to team members  
  - Council cash receipt process, posting and transferring  
    - Research and Investigation for unknown deposit into bank account  
  - Creating and posting Payroll journal entry on a biweekly basis  

Competencies  
- Excellent organizational skills  
- Strong communication and interpersonal skills  
- Can work and build relationships with people from many cultures  
- Collaborative team player  
- Strong Skill set in problem solving and critical thinking  
- Proficient in Excel  

Education Experience  
- Accounting Degree  
- 1-2 year experience  
- Yardi software experience preferred