

Accounting Clerk

The Accounting Clerk is responsible for entering and processing company payables and receivables and assist with general accounting functions for the department.

Major Accountabilities:

- Ensure timely and accurate payment of invoices
- Accounts Receivable / Collections
- Process journal entries for necessary adjustments to general ledger
- Monthly accruals for utility and service accounts
- Inter-company processes
- Assist with bank reconciliations
- Assist with annual audit process
- General accounting functions
- Develops and maintains positive working relationships with external and internal departments

Desired Prerequisites:

- High school diploma or equivalent required; some college level accounting preferred
- Minimum 2-5 years' experience in General Accounting functions
- Multi-Family background preferred
- Strong ability to utilize 10-key function for data entry
- Strong Excel skills required
- Yardi-Payscan experience preferred

Preferred Attributes:

- Extremely organized & detail oriented
- Able to handle large volumes quickly and accurately
- Sense of urgency
- Good communication skills – written & verbal
- Working knowledge of Excel

Benefits:

- Competitive Salary
- Medical, dental and vision insurance available
- 401(k) with generous company match
- Company paid parking

About Billingsley Company:

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.

Combining its relationships in the local market with its expertise in development, Billingsley Company provides expanded opportunities for its business partners. From raw land to fully developed communities, Billingsley Company is engaged in each step of the process. We own, design, finance, lease and manage for the future success of our investments and the future success of our tenants. Our decisions in design, finance and construction are grounded in doing what is right for the long term.