
RIVER OAKS PROPERTIES, LTD.
JOB DESCRIPTION

JOB TITLE: Accountant/A/R Supervisor
DEPARTMENT: Executive
REPORTS TO: CEO and VP Finance
FLSA STATUS: Exempt
WORK SCHEDULE: 8:00am to 5:00pm, Monday – Friday

OBJECTIVE: PA; Responsible for all personal, confidential, general, and administrative duties for Chief Executive Officer. R.E. Tax coordinating and tracking. Assists the VP Finance and Accounting Managers with various projects related to the accounting functions of the Company.

PRINCIPAL DUTIES AND RESPONSIBILITIES PA:

- Liaise with external organizations, suppliers, contractors, bankers, attorneys, CPA. and agencies, i.e., utility companies, taxing entities and insurance companies
- Process payments as directed and prepare/maintain annual budget
- Prepares reports by collecting and analyzing information, personal payables
- Basic bookkeeping and/or expense tracking to include tax information provided to the CPA
- Assist with family members' business reporting – SunSplash, Kickpin;
 - SunSplash – monthly financial preparation, monthly/quarterly sales tax preparation, Corporate Business Status Filing, Annual worker's compensation audit, and Year-End Preparation to CPA
 - Kickpin – monthly financial preparation, payable processing, monthly sales tax reporting, and Year-End preparation to CPA
- Assist with personal and special projects as needed
- Other duties as assigned

Responsible for Real Estate Tax Portfolio Tracking/Management

- Runs individual rent rolls using report scheduler forwards to tax consultants
- Receives tax notices, inputs into Yardi, forwards notices to tenants
- Reconciles new notices to bills that have been split, verifies that all tax bills have been received.

- Maintains tax books containing tax bill, board order, notice, target income statement and aerial for land
- Prepares for initial tax meeting, prepares spreadsheets, forwards land info to Director of Marketing for individual land aerials and summary aerial
- Attends tax meeting taking notes on items to be addressed, sends meeting recap on outstanding issues
- Receives board orders and lawsuit recommendations from tax consultants, forwards summary email to Chairman, President and VP Finance requesting approval.
- Maintains list of pending lawsuits
- Receives tax bills, inputs into Yardi, forwards bills to tenants who pay direct and to lenders who pay the bills through escrow
- Oversees processing of checks and recording of taxes paid from escrow
- Prepares and reconciles quarterly consulting fees and approves billings.
- Records tax journal entry for annual tax reconciliations and scans tax bills and check in shared drive for back up to reconciliation
- Prepares tax allocation worksheets for properties that do not have the tax bills split out
- Keeps track of separation deeds and tax bills that need to be split. Gives information to and follows up with tax authority to make sure bills are split
- Prepares for final tax meeting, prepares spreadsheets, forwards land info to Director of Marketing for individual land aerials and summary aerial
- Attends final tax meeting taking notes on items to be addressed, sends meeting recap on outstanding issues

Other associated tasks as assigned by VP Finance or Accounting Managers

Minimum Education & Experience Requirements

- Bachelor's degree is preferred for this role, though the equivalent professions experience will be considered
- 5 + years' experience as a personal or high-level administrative support in a professional environment required

Minimum Knowledge, Skills & Abilities (KSA)

- Must be organized, diligent, possess strong communication skills, personable, able to thrive in a fast-paced environment.
- Proficiency in Microsoft Word, Excel, Outlook and Quick Books required.
- Maintains employer's privacy by keeping information confidential.
- Excellent oral and written communication skills.

