

Oak Hill

M A N A G E M E N T

Overview: Oak Hill Management, a commercial property management company located in Raleigh, NC, is seeking an **Accounting Manager** to oversee the day-to-day operations of the accounting department. The primary function of this role is to help maintain financial wellness of the various business units within the organization. Accounting experience, accuracy, attention to detail, and the ability to work with spreadsheets are essential.

This is a FULL-TIME salaried position and reports directly to the CFO.

Accounting Manager responsibilities include:

- Supervising the accounting department
- Reconciling all accounts monthly to ensure complete accuracy of property balance sheets and P&L reports
- Leading and serving staff well
- Managing the company's financial accounts
- Developing and establishing standards and processes for proper financial management
- Creating, implementing, monitoring, and analyzing budgets
- Ensuring A/R, A/P and financial reporting and deadlines are accurate and timely
- Working closely with Asset Managers to meet financial goals
- Collaborating with the Acquisition team during due diligence
- Handling multiple projects simultaneously
- Making value recommendations to management
- Providing requested information as needed by local CPA firm
- Performing other job-related duties as assigned

Qualifications:

- 2 years accounting/bookkeeping experience
- General knowledge of GAAP
- Self motivated and self-directed
- Working knowledge of G-Suite, especially Google Sheets, and Quickbooks
- Ability to onboard quickly with current company software systems, such as Appfolio Property Management
- Effective oral and written communication skills
- Extremely detail oriented
- Strong mathematical and analytical capabilities
- Willingness to learn and problem solve
- Commercial Real Estate experience, a plus