

Oak Hill

M A N A G E M E N T

Staff Accountant

Overview: Oak Hill Management, a commercial property management company located in Raleigh, NC, is seeking a Staff Accountant to perform day-to-day general accounting duties to ensure the financial records of the organization are accurate. This position will be responsible for accounts receivable and payable for various managed properties. Working in a team environment, the Staff Accountant will provide support to asset managers and property managers.

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

Essential duties and responsibilities include:

- Performing regular general ledger activities, such as posting journal entries and recording accounts payable and receivable
- Adhering to Company internal controls
- Maintaining appropriate supporting documentation for journal entries, adjustments, etc.
- Executing month-end and year-end closing procedures
- Assisting with recurring reconciliations, such as credit card reconciliations
- Preparing schedules for third-party individuals, such as external CPA firms or investors
- Preparing other ad-hoc reports for asset managers, controller, or CFO as assigned
- Participating in special projects, such as budget to actual analysis for managed properties, year-end TI / CAM reconciliations, and other projects as assigned

Skills, Knowledge and Personal Characteristics:

- Strong analytical, organizational, and problem solving skills
- Self motivated and self-directed
- Excellent follow-up skills
- Ability to discuss expenses with asset managers, property managers, or vendors as necessary
- Ability to collaborate with others
- Excellent attention to detail
- Understanding of Quickbooks Online and/or Appfolio is a plus

Qualifications:

- Bachelor's degree in accounting, finance, or other related field
- Between 0 and 2 years of full time experience working in the capacity of a staff accountant, accounting associate, etc. (certain relevant internship experience will be considered)
- Working knowledge of G-Suite, especially Google Sheets
- Ability to effectively communicate both orally and in writing with peers, managers and vendors