Job Details

Level: Experienced

Job Location: CORPORATE OFFICE - Santa Rosa, CA

Position Type: Full Time

Education Level: Not Specified

Salary Range: $56,160.00 - $60,320.00 Salary/year

Travel Percentage: None

Job Shift: Day

Job Category: Accounting

**Description**

Specific Duties and Responsibilities: The following reflects Burbank Housings definition of essential functions for this job but does not restrict the tasks that may be assigned.

1. Reconcile general ledger, sub ledger, external ledger accounts.
2. Prepare and publish monthly financials.
3. Review monthly financials for anomalies, investigate causes, & recommend journals.
4. Prepare and post journals and uploads into accounting system (YARDI).
5. Review and code check requests for numerous companies and cash accounts.
6. Assist and execute impromptu requests for assistance.
7. Approve invoices for payment.
8. Process disbursements.
9. Bank reconciliations.
10. Support for numerous audits, tax returns, and compliance.
11. Other duties as assigned.

**Qualifications**

Job Knowledge/Skills:

1. Commitment & enthusiasm towards achieving Burbank Housing’s Mission and Vision Statements. Positive attitude.
2. Ability to work cooperatively and effectively with a diverse group of people. Flexibility.
3. Oral and written communication skills.
4. Time management skills and ability to multi-task.

Qualifications Requirements: The requirements listed above are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made (except experience levels) to enable individuals with disabilities to perform essential job functions.

Education and/or Experience: A minimum of 2 years work experience in full-charge bookkeeping or education in related field is required. A combination of work and education experience may be acceptable.