



## **Remote Accountant Job Description**

Hours: Monday through Friday 8 a.m. - 5 p.m. CST

### **MINIMUM REQUIREMENTS/SKILLS**

- Excellent written and verbal communication skills
- Highly proficient in Microsoft Office and Google Apps (Docs, Sheets, Drive, etc.)
- Must be a problem solver and take initiative
- Quick learner, especially in new softwares
- Must be self-motivated and able to work independently to meet or exceed goals
- Must work well with a large volume of tasks at any given time and take responsibility to accomplish all daily tasks
- Experience in Accounts Payable, Accounts Receivable, Bookkeeping, or Accounting
- Bank reconciliation experience

### **PREFERRED SKILLS/EXPERIENCE**

- Experience in QuickBooks Online or other accounting software
- Previous experience in IT or other software-centric roles
- Accounting-related educational experience

### **RESPONSIBILITIES OF POSITION**

- Accounts Payable
  - Entering bills into two separate accounting systems (QuickBooks and Appfolio) and reviewing them for accuracy
  - Monitoring gkhouses Accounting email and using emails to enter bills, invoices, and answer questions from vendors
  - Answering billing questions from vendors via email
  - Following up with vendors via phone for escalated billing issues

- Accounts Receivable
  - Entering credits, bills, and receipts for gkhouses tenants and owners in Appfolio
  - Entering revenue deposits in QuickBooks
- General
  - Answering questions regarding charges and receipts to owner and tenant ledgers
  - Using Excel and Google Sheets to generate reports for gkhouses operations
  - Bank reconciliations in QuickBooks and Appfolio
  - Communicate effectively with gk team members via phone and email and attend daily and weekly team meetings.
  - Use Asana (our productivity software) to manage daily task list

## **OPPORTUNITY**

This role will work closely with the Accounting Manager in order to improve capacity, accuracy, and capabilities of the gkhouses Accounting Department. Our ideal candidate will not only assist in achieving these goals under the guidance of the Accounting Manager, but will also take ownership of the position and improve it.

gkhouses currently manages 1,500 occupied houses in Birmingham, AL, Nashville, TN, Chattanooga, TN, and Little Rock, AR. Our goal over the next eight years is to grow to 25,000 occupied houses managed. We have a strong company culture that revolves around our five core values:

- Team
- Integrity
- Personal Discipline
- Excellence
- Entrepreneurial Spirit

We are looking for an individual who wants to contribute to the goals of the company and grow in their role and responsibility within the company.