



## Accounting Clerk

Organization Relationships:

Reports directly to the General Manager. Assists and works in conjunction with Accounting Manager, Executive Services Administrator, and Administrative Assistant/Administrative Intern.

Hours of Work: Monday-Friday, 8am to 4pm

Compensation: 45k-62k D.O.E. (\$22-30 per hour)

Benefits: 6 Hours of PTO Per Pay Period and 8 Hours after 2 years Employment - HSA (Healthcare Savings Account) \$600 Monthly Plus Wages - Flexible Scheduling - Cell Phone Payment - Holiday Pay – Paid Training and Development – Shareholder Discounts

Job Overview:

At Shaan Seet we count on a meticulous financial system to keep the corporation moving forward. The Accounts Receivable Clerk is an important member of the administrative team. This position is primarily responsible for ensuring accuracy of operations in relations to customer files, processing invoices, recording payments, preparing deposits and collections for all enterprise departments of SSI. The Accounting Clerk will also be responsible for general customer service and property management administration. Other duties as assigned.

### MAJOR DUTIES & RESPONSIBILITIES

General Clerical Duties:

- Assist Administrative Assistant/Administrative Intern with answering phones and relaying messages, receiving, and sorting incoming mail, processing outgoing mail. As well as greeting, receiving, and directing visitors to appropriate staff.
- Review, respond and forward email from the [contact@shaanseet.com](mailto:contact@shaanseet.com) account.
- Provide clear and concise information on pricing and policies to prospective customers both verbally and in writing as requested on all SSI corporate operations.
- Other duties as assigned.

Accounts Receivable

- Customer Files: Create and maintain electronic customer files on QB and Buildium. Coordinate tenant information changes and file upkeep with Executive Services Admin.
- Generate monthly/daily invoices in accordance with corporate timelines for Trailer Court, False Island, Sunnahae Hotel, Rock Deliveries, and corporate Rentals.
- Collect Rents and associated fees. Process and record payments, prepare deposits and ensure accuracy and timeliness of daily deposits within Cash Handling Policy.
- Maintain Buildium account and ensure QuickBooks and Buildium accounting systems balance on a monthly basis.

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- Create monthly statements and assess late fees in accordance with SSI policy.
- Assist Accounting Manager in eviction proceedings as requested.
- Investigating and resolving any irregularities or enquiries on all billing and payment issues.
- Communicate discrepancies to Accounting Manager, identify customers with past-due balance and recommend collection activities on a monthly basis.
- Assist Accounting Manager with entry of account payables.
- Maintain Purchase Order system
- Other duties as requested: Examples include but are not limited to; assist with shareholder distributions and other mailings, inventory office supplies, maintain printer and postage meter supplies.

## **Commercial Property Administration**

### *Trailer Park, Residential and Commercial Rentals*

- Establish new tenant files for trailer court tenants including all other required documents.
- Keep trailer court map updated for available lots and lots needing services.
- Prepare Warning Notices and Notices to Quit as directed by General Manager/Accounting Manager. Ensure that all notices are recorded in both electronic and hard copy files.
- Follow up on compliance after notices have been delivered in the timelines specified in the notice. Report to General Manager.
- Work with prospective tenants on available rentals and lots in Trailer Court.
- Assist with new tenant move ins.
- Facilitate move outs and closing out tenant accounts.
- Facilitate communication with General Manager on needed repairs and maintenance of all rentals.
- Facilitate communications in the event of an emergency.

### *False Island Storage Yard:*

- Be the first responder to inquiries about space rental at the yard. Facilitate communication with the Property Maintenance staff for scheduling deliveries to and from the yard.
- Establish new tenant files for storage yard customers. Deliver a copy of the Property Information form to Accounts Receivable once completed and ensure new tenant files are set up on QB and Buildium.
- When property is removed from the yard without notice, follow-up with tenant to determine situation. Communicate any billing changes to Accounts Receivable as soon as possible.
- Prepare warning or repossession notices for approval as needed. Follow up on compliance to those warnings.

### Skills and Experience

- High School diploma and 2 years of experience
- Data entry skills and strong aptitude for numbers
- Previous experience in bookkeeping or accounts receivable preferred
- Hands on experience in QuickBooks or other accounting software
- Customer service orientation
- High degree of accuracy and attention to detail
- Positive team member

- Ability to keep sensitive information confidential within Company policy
- Self-motivated and trustworthy