



Job Description: Accounting Generalist
FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. (www.incityinc.com; "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. We are responsible for the day-to-day operations and the preservation & enhancement of our clients' properties. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The ideal candidate for the Accounting Generalist position will enjoy a varied workload supporting our Controller and Accounting Manager and has experience in various accounting duties within multiple sets of books concurrently. The Accounting Generalist will perform accounting functions specifically in the areas of accounts receivable, bank and credit card reconciliations, and other assigned accounting tasks as needed.

General Duties and Responsibilities, Accounting Generalist

- Assist in recording tenant payments
- Monitor wire/ACH Payments outside of CRM System
- File, organize, and maintain bank account statements
- Flagging outstanding checks
- Pulling data/receipts from the expense report management system
- Reconciling expenses and bank accounts
- Obtaining/clarifying missing or incomplete information from credit card cardholders
- Ultimately serving as information resource and point of contact for cardholders
- Field requests on tenant payment status, verify whether checks have cleared, etc.
- Escalate and redirect inquiries as needed.
- Exercises independent judgment and initiative in the performance of duties; receives general administrative direction.
- Assist on other projects as needed.

Basic Required Qualifications

This position will have the following experience and attributes:

- A minimum of a High School or equivalent education
- 1-3 years of experience in Accounting operations
- Proficient in Microsoft Office 365 (word, excel)
- Extremely detail-oriented and precise
- Excellent analytical and organization skills
- Expert in multi-tasking and triaging prioritization
- Ability to maintain performance at a high level during stressful situations

Preferred Experience:

- Experience in commercial or residential property management
- Experience in AppFolio property management software

Interested Candidates: Interested individuals should send a resume and compensation expectations to resume@incityinc.com