



Staff Accountant

Full-Time (Gig Harbor, WA)

Compensation: DOE \$30 per hour plus Medical, Dental and Vision benefits. Option to live on site with a 20% discount after a probation period

Edison47, Inc. is a results-oriented property management company located in Gig Harbor, WA. We are growing, and in need of an experienced property management **Staff Accountants** to grow with us!

Responsibilities:

Edison47 **Staff Accountants** are responsible for full-cycle accounting functions for a portfolio of multi-family communities.

Staff Accountant General Duties & Responsibilities:

- Prepare monthly financial statements for multiple entities
- Guide the month-end close process for each community
- Maintain and record fixed asset schedules, prepaid expenses, and accruals
- Monitor and support accounts payable and accounts receivable functions
- Prepare state B&O and Sales & Use Tax filings
- Complete monthly general ledger and bank statement reconciliations
- Collaborate with internal and external associates on special projects (e.g. budgeting, cash forecasting, external audits, year-end tax preparation, accounting software upgrades, etc.)
- Follow accounting policies and procedures
- Recommend process improvement opportunities to enhance accounting efficiencies

Qualifications:

- Accounting experience in residential property management a must
- Proficiency in MS Office (Excel, Word, Outlook)
- Prior experience with Yardi strongly preferred
- 5 years accounting experience, Bachelor's degree in Accounting or Finance a plus
- Encompass strong organizational, time management, problem-solving and analytical abilities
- Excellent written, verbal, and interpersonal skills

To Apply:

Please submit a resume and cover letter to careers@edison47.com. Thank you!