



Job Title: Commercial Accounts Payable / Receivable Coordinator

Job Location: CityPlat HQ in Raleigh, NC

Job Classification: Full-time

Scheduling: Monday - Friday 8am-5pm

CityPlat is looking for that special person who is proactive and can think ahead to anticipate the administrative needs of our Property Management team.

This boutique company seeks a friendly, outgoing, and self starting individual as full-time **Accounts Payable / Receivable Coordinator**. This is a great opportunity in commercial property management if you can act decisively, think big, and manage your time to meet deadlines in a fast-paced, high volume environment. Most importantly, you'll contribute to a diverse, supportive, and talented team.

What It Isn't:

If you're looking for a traditional corporate environment, with silos of responsibility where you only need to manage your one area and balance corporate politics, and one month looks pretty much like the last month, with the added certainty of that paycheck.... then, this is NOT the job for you.

What It Is:

If instead, you're looking for a job that is never boring, never monotonous, rather challenging and abundantly rewarding...

If you seek a small, teamwork atmosphere where you get to impact virtually every aspect of a growing business...

If you're looking for that company where your professional and personal growth never end...

If you're looking for an impactful role envisioning yourself still here upward and outward 10 years from now... then, this COULD be the job for you!

Where It Is:

This unique opportunity is located in Raleigh, North Carolina, specifically downtown. Our primary market focus is Raleigh-Durham, but our reach extends throughout North Carolina.

Primarily an in-office position given the exponential market trajectory. You will quickly get a deeper sense, this "administrative all-encompassing" role is critical to the Company's success.

Core Values:

An ambitious team, establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

- Commitment to Growth
- Passion For Real Estate
- Authentic Camaraderie
- Tenacious Persistence
- Humble Confidence

Responsibilities Include:

- Managing all tenant AR / AP and associated books.
- Code invoices and pay applications.
- Review and approve certain invoices for payment.
- Receive, post and deposit miscellaneous income.
- Manage third-party payables vendor.
- Monitor debt service information including amortization schedules, reporting requirements, statements, and payments.
- Review general ledger transactions to ensure coding is accurate and all ending balances tie out to supporting documents.
- Work with construction management and project management team to review job costing entries and invoices.
- Manage debit/credit card reconciliations between the property entities.
- Construction pay application management and oversight.
- Participate in year-end audit/tax preparation as required.
- Provide proactive financial statements and general ledger analysis.
- Work with Director of Property Management to review potential double EPO entries
- Manage COIs.
- Manage W9/1099s.
- Ad-Hoc tasks / projects as assigned.

Requirements:

- Bachelor's degree in Accounting, Finance, or Business.
- 1-2 years of similar experience in a commercial real estate environment.
- Strong understanding of General Ledger system and Accounts Payable Processing.
- YARDI, RealPage commercial, AppFolio, or MRI experience. Quickbooks experience is a plus.



- Ability to demonstrate advanced oral and written communication skills as well as strong organization and time management skills.
- Experience in Microsoft office, Excel, event planning, reception, work orders, certificates of insurance, tenant interaction, and/or property management software preferred.

Background & Profile:

You don't have to have experience and skills in everything you see here although both commercial and residential property management experience is greatly preferred.

Are you an accounting professional or teacher-educator of many years and looking for something more?

Are you a military veteran?

Are you a (soon to be) empty nester that managed kids through school, sports, activities, illnesses, puberty and adolescence, high school... somehow surviving that and getting them into college and/or out the door?

You might be surprised, you could be perfect for this job.

In Summary:

As you can tell from the style of this post, this is not a traditional opportunity. It's not a traditional corporation. It is instead a small group of real people dedicated to continuous growth, both as individuals and as a company and to our community.

To apply, please send a cover letter and your resume to info@cityplat.com.

Include *APPLICANT FOR ACCOUNTS PAYABLE / RECEIVABLE COORDINATOR* in the subject line.

All applicants are required to adhere to the laws and regulations of the North Carolina Real Estate Commission and Fair Housing Laws.