

Help Us Build a World Class Finance Team!

PPM is family owned, with over 109 years' experience in South King County. Our portfolio consists of multifamily apartments, commercial units, single-family homes and senior housing. Learn more about us at www.powellpropertymgt.com.

We are building a world class finance team. Our finance team is responsible for shaping our understanding of how PPM is performing as a business, as well as what our best opportunities are for continued growth.

We're looking for a highly motivated Accounts Receivable / Payroll Administrator to support PPM's day to day accounting functions. If you are exceptionally detail-oriented, have outstanding communication and customer-service skills, and thrive in a fast-paced environment - we'd love to hear from you!

We Offer:

- Full-time position with competitive salary
- Excellent benefits, including medical insurance, paid vacation, and sick leave
- Flexible Schedule
- A warm and open office environment
- A culture of collaboration and honesty

Accounts Receivable and Payroll Administrator

Starting Salary: \$52,000-\$57,000

You will:

- Drive PPM's multi-company accounts receivable process, run bi-weekly payroll for three entities
 - Manage receipts to insure proper application of funds
 - Prepare bank deposits
 - Process charges, credit and adjustments to resident accounts
 - Prepare and mail rent increase notices
 - Prepare monthly resident billing for all retirement and commercial facilities
 - Process refund requests for move-outs
 - Maintain up to date resident and owner files
 - Prepare and process bi-weekly payrolls for three entities using Paychex[®] software
 - Review all time keeping records to insure correctness and proper approvals
 - Assist managers and coworkers with payroll related questions
 - Maintain employee files
 - Employment verifications
 - Ensure timely and accurate processing of employment security and L&I claims

- Provide excellent customer service to internal business partners.
- Reconcile statements, research and correct discrepancies
- Support month-end closing
- Assist in controls implementation and monitoring to mitigate risk.
- Assist in providing support needed for audits, financial reporting, and other administrative tasks that may be required from time to time.

Our ideal candidate will have:

- 3+ years of relevant experience, with a degree in Accounting, Finance or related field preferred.
- Relevant experience may be substituted for academic credentials
- Thorough knowledge of accounts receivable and payroll systems and procedures,
- Ability to work independently in a scaling and rapidly changing environment.
- Excellent organizational skills, and ability to communicate, both written and verbal.
- A strong work ethic based on a strong desire to exceed expectations.
- Ability to maintain current manual processes while working on improvement projects in a fast paced, hyper growth environment.
- Solid problem-solving skills and willingness to roll up one's sleeves to get the job done.

Nice to have:

- Appfolio ®, Property Boss ® and Paycheck ® experience
- Advanced Excel skills (PIVOTS, VLOOKUPS)
- General accounting background (experience with journal entries, accruals, monthly close, etc.).

You should include these in your application:

- CV/resume and cover letter
- Email:
Attention: Suzanne
hr@powellmgt.com