

MOUNT HOLYOKE MANAGEMENT, LLC

667 Main Street

Holyoke, MA 01040

Phone (413) 534-0955 Fax (413) 533-2430

Title: Full Time Bookkeepers

Reports To: Property Manager/Controller

Job Location: Holyoke and Belchertown, MA

Essential Job Functions Include (but are not limited to):

- Responsible for daily deposits and daily receipts register. Record deposits in computer system.
- Research, adjust, and clarify any receivable questions to the property manager and with tenants regarding balances and payments.
- Complete monthly book maintenance including auto billing and month-end closing, run month-end reports, reconcile accounts. Report to Comptroller any gross potential rent variances.
- Correspond with local housing agencies regarding receivables.
- Prepare 30-day notices to quit and resident/government reports.
- Track tenant receivable status including delinquent payments and court agreements.
- Prepare security deposit return forms.
- Process special claims, i.e. vacancy and damages.
- Ticket payables for property manager.
- Prepare year end reports.
- Prepare and submit requests for reimbursement from reserves for capital improvements.
- Administrative back-up, correspondence, letters, answer telephone, filing, etc.
- Additional tasks as required by the property manager and/or controller to ensure the efficient running of the office.

Compensation:

- Pay range from \$41,000 - \$54,000.
- Eligible for bonus.

Candidates must send their resumes to: <mailto:mtholyokemanagement@gmail.com>

Qualifications:

High school diploma, Associate degree in accounting or work-related experience.

Bilingual (English/Spanish) a plus. Drug and background check mandatory. EOE.

The description above represents the most significant duties of this position but does not include all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based on your performance of the duties listed above. Management has the right to revise this job description at any time. The description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.



*IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL OR ETHNIC ORIGIN, CITIZENSHIP, ANCESTRY, CLASS, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, DISABILITY, MILITARY/VETERAN STATUS, SOURCE OF INCOME, OR AGE. IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, YOU MAY CALL THE 504 COORDINATOR AT (413) 534-0955.

