



# FIRST MIDWEST GROUP

## JOB DESCRIPTION

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**JOB TITLE:** Bookkeeper

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Accounting

**DATE:** February 5, 2019

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**POSITION SUMMARY:**

Working under general supervision, perform daily, weekly, monthly, quarterly, and annual bookkeeping functions, including processing cash receipts and daily bank deposits. Also process check runs, file checks and accounts payable invoices, perform bank reconciliations, process billings, prepare month-end general ledger reconciliations, and prepare real estate tax bills. Back-up accounts payable, accounts receivable, and reception, as requested. Duties include rather complex to routine functions.

**SUPERVISION:**

Reports to the CFO and works under the general direction of Controller.

**ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

1. View cash account activity online and check that transactions are authorized.
2. Process CAM, utility, loan and other accounts payable invoices.
3. Code and process receipts.
4. Process cash receipts, bank deposits, urgent invoice and payment requests.
5. File cash receipts, checks and vendor invoices on network.
6. Process check run for invoices processed.
7. Process and back up weekly cash file as needed.
8. Review and finalize weekly labor hours report.
9. Review cash transfers.
10. Prepare money market cash report.
11. Cover reception during lunch as needed.
12. Prepare various accounting reconciliation reports and perform bank reconciliations.
13. Prepare tenant utility billings, real estate tax bills for payment.
14. Backup accounts payable and receivable.
15. Post and file general journal entries.
16. Assist Lease administrator with Common Area Maintenance reconciliation reports.
17. Assist with preparation for tax and valuation as needed.
18. Collect 1098/1099 tax reports and save to network.
19. Perform other duties as assigned by the CFO or Controller.

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

### **Education and Experience**

A High School diploma or equivalent is required. Minimum of five years' experience in an accounts payable position with account coding experience preferred.

A thorough background investigation, including personal and professional references, criminal background and motor vehicle review will be conducted prior to offer of employment. Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment.

### **Knowledge, Skills and Abilities**

- Ability to accurately handle a high volume of work consisting of a variety of complex and detailed accounts.
- Proficiency in accounts payable, and competency in accounts receivable.
- Proficiency in accounting software, such as Sage.
- Competent to proficient Excel and Word skills.
- Self-motivation with exemplary initiative and follow-through.

## **CONTACTS OUTSIDE OF DEPARTMENT:**

This position frequently interacts with staff in the legal, property maintenance, construction and marketing departments.

## **WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to move throughout the corporate offices and to travel to/from outside but local businesses; use hands to finger or handle and reach with hands and arms. Employee is required to drive. Noise level may be moderate at times.

## **DISCLAIMER:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

## **REVIEW/APPROVALS:**

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date

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