



## **ACCOUNTANT**

### **WHY VALCOR?**

Valcor Commercial Real Estate is a San Antonio based leasing and property management firm. We are a dynamic, entrepreneurial company built on the core values of Stewardship, Grit and Thankfulness. Valcor has an exciting family-based culture that is fun, intentional, hardworking, innovative, relational, intelligent, and focused. Our team has a generous spirit and is involved in local and international charities. Valcor is deeply committed to the personal and professional success of our team members, clients, and vendors.

### **JOB DESCRIPTION**

- Accounts Receivable including posting of receipts, charges, daily deposits, and tracking delinquent rent accounts
- Accounts Payable including coding, processing of invoices, and printing checks
- Preparation of monthly and annual financial reports and statements including analyzing and summarizing account information and trends
- Preparation of Budgets and Budget Comparisons
- Establish and monitor reoccurring/automatic electronic payments
- Daily reconcile bank and book balances (multiple accounts); monthly reconciliation statement
- Prepare year-end financials
- Annual Expense Reconciliation and Operating Expense Estimates
- Prepare 1099s and 1096s
- Develop and Maintain Chart of Accounts
- Develop policies and procedures for bookkeeping
- Develop more efficient solutions through AppFolio features
- Compliance and coordination with clients' CPAs
- Data Entry and Other General Administrative Tasks

### **SKILLS REQUIRED**

- Must be proficient in Microsoft Office (Word, Outlook, Excel, Planner)
- Must have applicable work experience in accounting
- Excellent written and verbal communication skills
- Experience with accounting software like AppFolio or Yardi

SEND RESUMES AND SALARY REQUIREMENTS  
TO [CYNDI@VALCORCRE.COM](mailto:CYNDI@VALCORCRE.COM)  
NO RECRUITERS CALLS