



## Accounting Coordinator

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Accounting Coordinator. Under the direct supervision of the Director of Property Management, the Accounting Coordinator's main goal is to create and maintain accurate, organized, and timely records for our owners, clients, and the company. Waypoint Real Estate is a growing company offering commercial brokerage, luxury residential brokerage, and property management services. Come be a part of this talented team.

### Job Description:

Responsibilities include:

- Receive, review, code, and organize invoices
- Obtain proper approval of invoices prior to payment
- Enter pertinent invoice data into accounts payable software
- Prepare and distribute signed checks
- Generate accounting statements and reports as requested
- File, copy, and shred documents as needed
- Build spreadsheets as needed to be used for analysis purposes
- Scan, label, and file electronic records in compliance with current office policy
- Track and invoice billable management and maintenance hours
- Bill customer accounts and properly record payments received
- Maintain accurate records for Vendors, Tenants, and Landlords in accounting software program
- Work closely with maintenance personnel in tracking, posting, and coding expenditures
- Credit card cost tracking, billing, and management.
- Assist with management of Certificates of Insurance.
- Work closely with Accounting Manager on various duties assigned.
- Assist with phones and other office staff assistance as needed.

Required Experience:

- 2+ years of accounts receivable experience
- High school diploma/GED required

Preferred Experience:

- Property Management Accounting
- Experience with A/P Software system
- Effective written and oral communication skills
- Data Entry
- Able to work with minimal supervision in a very team-oriented environment
- Ability to prioritize tasks and follow procedures
- Experience using a work order system to track and update maintenance requests
- Strong inter-personal skills
- Strong problem-solving skills
- Positive attitude, team player
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Salary commensurate with experience. This position will be full-time, with a competitive benefits package.

**To apply:** send cover letter and resume to [office@waypointre.com](mailto:office@waypointre.com)

### ***About Waypoint Real Estate:***

*Waypoint Real Estate is a local provider of commercial brokerage, luxury residential brokerage, and property management services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.*