



VISION COMMUNITIES

CORPORATE | OPERATIONS ACCOUNTING ASSOCIATE

JOIN OUR FUN, HARD-WORKING TEAM THAT CREATES THE BEST RESIDENT EXPERIENCE!

Vision Communities is seeking an experienced Accounting Associate to provide accounting and clerical support to the organization and company personnel. Vision Communities, a fast-growing developer and manager of Class A properties, is headquartered in Upper Arlington, OH and has properties throughout central Ohio and northeastern Ohio.

The Operations Accounting Associate will support operating division, which consists of the property management team and utilities division. This position can be either part-time or full-time, is non-exempt, reports directly to the Controller, and has no direct reports.

Key Responsibilities

- Prepare bank deposits, general ledger postings, and payables processing
- Serve as integral partner with operations on accounts receivable and collections
- Reconcile accounts in a timely manner, and maintain intercompany balances
- Support management monthly reporting process, and weekly key indicator tracking

Experience & Skills

- Previous experience with bookkeeping and basic accounting procedures
- Proficient with MS Office suite and accounting software (e.g. QuickBooks)
- Highly organized, with strong attention to detail and aptitude for numbers
- Must have the ability to manage multiple demands concurrently in an organized manner.
- Excellent verbal and written communication skills.
- Ability to perform filing and recordkeeping tasks
- Work in a team-oriented, high-pace environment
- Previous experience in property management company is a plus
- Associates degree is a plus
- Must be able to successfully pass a drug test and criminal background check.



Perks

- Ability to work part-time or full-time based on your availability
- We offer a competitive compensation package, including base wages and commissions earned on both new leases and renewals.
- Full-time employees are eligible to participate in our benefits program, including paid time off (PTO), paid holidays, insurance, and 401(k) retirement plan with company match.
- Our locations offer a professional atmosphere to advance your career, while having fun!

FLSA STATUS: Part-time or full-time non-exempt employee.

LOCATION: based in Columbus, OH at corporate office

TRAVEL: 0%

REPORTS TO: Controller

DIRECT REPORTS: None

ABOUT VISION COMMUNITIES

Vision Communities is a company that is focused on values that improve the lives of our residents, our employees, and the people of the greater community. Vision Communities was founded in 2013 with the following EPIC core values: Ethics, Performance-Driven, Integrity, and Collaboration. Oh, and we can't forget our fifth value – HAVE FUN! We believe in working together and operating with integrity as we drive for results, and we also believe in the importance of having fun while we do it. Whether you join us for Bourbon and Bingo night at one of our properties, participate in Pelotonia to increase health & wellness and raise money for cancer research, or head to a Columbus Clippers game on a summer evening, our team members are closely connected and enjoy working together. As the #1 Dispatch CBUS Top Picks for Best Apartment Living (District at Linworth property) and #4 on the Columbus Business First Fast 50 List in 2017, we are also focused on high growth within our organization.