



Company Vision

RISE Association Management Group is the best-in-class provider of property services for Texas homeowners' associations. **Our core purpose is to be of service to great communities and the people who lead them.** We accomplish this through our passionate, kind, and solution-oriented team members who partner with our community leaders to build their vision, together. We specialize in working with communities with unique lifestyle offerings, facility and infrastructure needs (to include a wide variety of amenities), and service offerings. We're an EOS™ (Entrepreneurial Operating System) company and our organization is structured to support exceptional outcomes for our community association clients. We're thought leaders, innovators, and problem solvers. Whatever the issue: we have an expert under this roof who can solve it. We're a team of financial services professionals, facilities maintenance experts, risk managers, and business managers and we're looking for the next generation of problem solvers to join us and be a part of our rapid growth. We implement intelligent solutions, exceptional service, and the RISE way so that we can create a vibrant future and quality of life today. We connect community association, financial, and facility expertise with communities who need it.

We are problem solvers and business managers who just happen to be in the business of community association management. Together, we're capable of so much more. Together, we RISE.

Our Core Values:

- Precision, Preparation, and Organization (PPO)
- Honor Commitments
- Ownership
- Curiosity
- Partnership
- Find a Way (or make one)
- Inspiring Attitude
- Stewardship

Job Description:

We're looking to hire an eager, curious, precise, and effective **Accounting Services Manager** to join our growing team.

As the Accounting Services Manager with RISE, you'll require an established background in accounting as well as strong computer skills and extensive supervisory experience. The Accounting Services Manager is responsible for managing the processes of preparing, reviewing, and distributing detailed monthly financial statements for all associations/clients in addition to maintaining an accounting portfolio. This position is responsible for overseeing the periodic billing of all associations/clients, the timely payment of all associations/clients' invoices, and the timely application of all cash receipts from homeowners/associations/clients. The ideal candidate must be detail-oriented, be able to work well under pressure with shifting priorities and meet deadlines.



Core Responsibilities include but are not limited to:

- Creates and maintains schedules to manage and monitor the timely preparation and distribution of all association/client financial statements
- Oversees the daily operations of Financial Services Department team including accounts payable, accounts receivable, closing department, and general ledger accountants;
- Review preliminary accounting packages, review and make adjustments;
- Prepare monthly financial reports for clients, attend meetings as needed to facilitate discussion around financials;
- Oversee full accounting cycle including month end, quarterly, and year end processes;
- Forecasts, budgets and what if analysis;
- Provides leadership, direction and training for all members of the customer service team;
- Improve customer service experience, create engaged customers, and facilitate organic growth.
- Manages staff accountants and accounting support staff, including accounts payable, accounts receivable, and/or billing staff, both directly and indirectly
- Manages all associations and corporate banking relations, including setup of new accounts, transfer of association funds, etc.
- Ensures that all financial statements are prepared in accordance with GAAP regulations for not-for-profit organizations
- Reviews association/client periodic financial statements, including P&L variances, bank reconciliations, and all supporting documents
- Oversees the timely recording of association/client accounts payable invoices and issuing of checks
- Ensures all transactions between associations/clients and corporate are recorded accurately and in a timely manner
- Assists with the preparation of association funding requests
- Coordinates the timely accounting setup of all new associations/clients as well as transfer of all accounting data for associations/clients terminating their relationship with corporate
- Assists with accounting system setup, periodic testing, and on-going maintenance as needed
- Conducts research on any outstanding or unexplained items
- Answers both internal and external accounting and financial questions by researching and interpreting data
- Identifies opportunities to streamline processes that promote accuracy and timeliness
- Communicates with association managers, board of director members, developers, and/or bank representatives as needed
- Manages the annual review, audit, and tax return process for all associations/clients and ensures timely filing of all reports, returns, and payments
- As required, attends HOA and Board meetings to present budgets/financials and answer questions
- Supports the CEO in all accounting-related activities and special projects as needed



- Maintains documentation standards and audit trails to support all accounting-related transactions
- Acquire and maintains current knowledge of state and regulatory agency statutes and the community's documents, policies, and procedures.
- Displays exceptional ability to analyze and deal with a variety of situations that otherwise could be potential problems.
- Other duties as assigned.

Required Characteristics:

- Must share our core values.
- Must be willing and able to attend evening meetings with clients as necessary.
- Must be reliable and dependable.
- Must enjoy finding and proposing solutions to problems.
- Must thrive in a fast pace, deadline driven environment.
- Must be comfortable with ambiguity.
- Embraces a culture of discipline and excellence.
- Resilience, persistence, and enthusiasm.
- Must present a professional appearance
- Must be self-motivated, proactive, detail oriented and a team player.
- Must possess strong analytical skills.
- Ability to perform with minimum supervision and make decisions independently.
- Ability to effectively prioritize workload.

Required Skills, Knowledge, and Experience:

- Strong customer service skills internal and external.
- Strong Excel knowledge; Knowledge of other Microsoft Office products (Word, Excel, Outlook, etc.) at a proficient level; Strong computer skills with a proficiency in data entry, including 10-key.
- Minimum of 5 (5) years of client and corporate accounting experience.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).

Education/Certification Requirements:

- Bachelor's degree from an accredited university preferred.
- Must have own transportation and ability to travel to and from client sites.

Additional Information:

- All your information will be kept confidential according to EEO guidelines.
- **FLSA Status:** Exempt
- **Status:** Full-Time
- **Hours:** Monday through Friday 8am to 5pm. Evenings and Weekends as required by demand.

**Work Location:**

- 3131 Eastside Street, Suite 130, Houston, TX 77098

Physical Requirements:

- Ability to lift up to 20 lbs.
- Majority of work schedule will be spent seated.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and requires standing, walking, and sitting all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Typical Working Conditions:

- Works primarily indoors.
- May be required to work any time of the day, evening, or night during the week and/or weekend.

Benefits:

- 20 Days of PTO per Year + 9 Paid Holidays
- Group Health (75% ER Paid), Life & AD&D, Dental, Vision, Short Term Disability, etc.
- 401K

Compensation: \$75,000-\$80,000