



## Company Vision

RISE Association Management Group of companies is the best-in-class provider of property services for Texas homeowners associations. Within our various brands and service offerings we offer a range of property services to condominium and townhome communities. We administer the business entities that are community associations specializing in condominium and townhome communities. We're built specifically to solve the kinds of problems that face our condominium and townhomes 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 will go far. 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, and effective **General Ledger Accountant** to join our growing team.

As a **General Ledger Accountant** with RISE, you'll enjoy helping our clients and our team by ensuring the timely production of accurate client financial statements and providing financial guidance to our internal teams. Someone best suited for this role should have either an accounting degree or equivalent experience. This position will require frequent interaction with staff and clients.

## Core Responsibilities include but are not limited to:

- Responsible for full financial process including:
  - Onboarding and creating new client financials;
  - Preparing and maintaining full financial reports for a portfolio of community association clients;
  - Adjusting Journal entries and accrual entries for same



- Bank Reconciliations
- Assist in budget creation and identifying financial needs;
- Research and correct complex accounting issues from time to time;
- Code invoices and apply payments;
- Train and assist team members in understanding financial statements and internal processes regarding financial statements;
- Inbound Customer Service
- General Office Administration

### **Other Duties May Include:**

- Onboarding clients with complicated or sometimes incomplete data;
- Onboarding new clients including some data entry and revenue/AR entries;
- Perform daily/weekly/monthly A/P and A/R functions for multiple clients including:
  - Scanning and coding invoices
  - Scanning and posting checks.
  - Preparing and sending client invoices;
  - Processing title work
  - Assisting in charge backs
- Maintaining vendor database and compliance documents

### **Required Characteristics:**

- Must share our core values.
- Must be reliable and dependable.
- Must enjoy finding and proposing solutions to problems.
- Must thrive in a fast pace, deadline driven environment.
- Must be willing to self-learn in addition to on-the-job training.
- Must be comfortable with working on new and sometimes unfamiliar problems
- Must be self-motivated, proactive, detail oriented and a team player.

### **Required Skills, Knowledge, and Experience:**

- Strong customer service skills internal and external.
- At least 2 years of experience in accounting as a GL accountant or higher;
- At least 2 years of experience in payroll processing;
- General understanding of basic accounting principles;
- 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.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).
- A minimum of three to five years experience in:
  - Accounting
  - Auditing



- Finance
- Or Similar/Related Field

### **Education/Certification Requirements:**

- Bachelor's Degree from an accredited university preferred. High School Diploma or equivalent experience.

### **Additional Information:**

- All your information will be kept confidential according to EEO guidelines.
- **FLSA Status:** Non-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

### **Physical Requirements:**

- Ability to lift up to 20 lbs;
- Majority of work schedule will be spent seated;
- 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. 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.

### **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 + 11 Paid Holidays
- Group Health (75% ER Paid), Life & AD&D, Dental, Vision, Short Term Disability, et al;
- 401K