

## **ACCOUNTS RECEIVABLE ASSOCIATE**

Time Equities, Inc. ("TEI"), a full-service global real estate company, is seeking a full-time detailed oriented, hardworking, quick learning Accounts Receivable professional with strong written and verbal communications skills to administer receivables through various programs, including tenant receipts, remote deposits and updating reconciliation schedules as well as the responsibilities listed below.

### **RESPONSIBILITIES**

The responsibilities include but are not limited to.

- Daily input of cash receipts for commercial and residential tenants and non-tenant receipts.
- Work with 3<sup>rd</sup> party programs that include MRI, Click Pay, Avid, and Kyriba.
- Use Remote Deposit Capture Services of various banks.
- Use Microsoft Excel (know formulas and formatting) to update and keep reconciliation schedules current.
- Prepare journal entries and work with Foreign Currencies.

### **REQUIREMENTS**

- B.S. or Associates in Accounting preferred
- Minimum 2 years of accounts receivables experience
- Prior experience in Real Estate or Banking highly preferred
- Experience with MRI a plus and
- Must know Microsoft Excel formulas.
- Must be able to work in a time-sensitive environment.
- Must have excellent communication skills (both verbal and written)
- Must have STRONG computer, MS Word, and MS Outlook skills
- Ability to navigate 3rd party websites.
- Must be able to work in a high volume and time-sensitive atmosphere.
- Must have excellent communication skills (both verbal and written)

### **BENEFITS AND PERKS:**

- Broad competitive compensation and benefits package including Medical, Dental, Vision, Life, and Disability insurance
- 401(k) Retirement Plan with company-matched contributions
- Eligible to elect other voluntary benefits including FSA, additional life insurance coverages
- Up to \$3,500/year in tuition reimbursement
- Tax-free benefits for mass transit or parking expenses
- Access to an Employee Assistance Program for services including counseling, financial and legal consultation, referrals for care service, and more
- Opportunity to enroll in an internal mentorship program
- Opportunity to serve on various internal committees such as the Change Committee and Wellness Committee
- Health and wellness opportunities including discounted gym membership options with NYSC and Class Pass
- Paid time off including vacation, sick, and personal days

## **WHO WE ARE:**

Founded in 1966, Time Equities, Inc. (“TEI”) has been in the real estate investment, development, and asset and property management business for more than 50 years. TEI currently holds in its own portfolio approximately 36 million square feet of residential, industrial, office and retail property including about 5,000 multi-family apartment units, approximately 580,000 square feet in pending acquisitions, and 1.7 million square feet of various property types in stages of pre-development and development. With 327 properties across 33 states, 5 Canadian provinces, Anguilla, Germany, Italy, the Netherlands, and Scotland, the TEI portfolio benefits from a diversity of property types, sizes and markets. There are concentrations in the Northeast, Southeast, Midwest and West Coast of the U.S., and new markets around the world are always being evaluated.

**Time Equities, Inc. does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business needs.**

If you are interested, please send a resume, salary expectations, and short cover letter explaining specifically why you should be the one selected.

**Come join a great company and start a rewarding career path in a booming industry If you are interested please send a cover letter along with your salary requirements to [jobs@timeequities.com](mailto:jobs@timeequities.com)**

For more information, please visit our website at [www.timeequities.com](http://www.timeequities.com)