

## **DATA PROCESSING ASSOCIATE**

Time Equities, Inc. ("TEI"), an international real estate investment and development company is seeking a detail-oriented data processing associate with strong communication and typing skills to provide high-volume data entry and document processing for the Accounting Department.

Responsibilities include data entry of various transactions into the general ledger system. This role will also scan remote deposits to banks, scan documents and files in an electronic filing system, photocopy and perform other administrative tasks as required. The candidate will also review vendor statements, verify the status of outstanding invoices, and resolve invoices held in exception queues. The candidate will have excellent attention to detail, accurate data entry and typing capabilities, strong phone and email communication skills, and the ability to interpret and enter transactions provided in various electronic and handwritten formats.

If you are interested, please send a resume, salary expectations, and short cover letter explaining specifically why you should be the one selected to [jobs@timeequities.com](mailto:jobs@timeequities.com)

### **RESPONSIBILITIES:**

- Data entry of journal entries, wire transfers, and investor distributions into general ledger system
- Remote scanning of checks to banks for deposit
- Scanning, shredding, and filing of documents
- Composition of letters and emails as needed
- Review and resolution of vendor statements, duplicate invoices, exception invoices

### **REQUIREMENTS:**

- Accurate data entry/typing skills
- Strong attention to detail
- Comfortable with phone and email communication
- Basic to intermediate Excel skills required
- 1-2 years of administrative experience in an Accounting Department and familiarity with accounting systems a plus.

### **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 for continuing education relevant to one's job.
- 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

**Come join a great company and start a rewarding career path in a booming industry!**

**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 portfolio approximately 35.8 million square feet of residential, industrial, office, and retail property including about 5,500 multi-family apartment units, approximately 53,000 square feet in pending acquisitions, and 1.4 million square feet of various property types in stages of pre-development and development. With 325 properties across 33 states, 5 Canadian provinces, Anguilla, England, 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.