



STAFF ACCOUNTANT – Full Time

Terra is seeking a motivated Staff Accountant.

The Staff Accountant will be under the supervision of the Accounting Manager. The candidate will be responsible for billing of member dues, receipt of member dues, deposit preparation, accounts payable, ordering coupons, ownership transfer processing, late notices, intent to lien notices, 1099 reporting, bank reconciliations, financial statements and budgets.

The Staff Accountant will also answer member calls on accounting and some non-accounting issues. Perform other administrative functions and assignments as required.

The successful candidate will have had exposure to community management accounting with a prior management company either as an accountant or staff accountant. Success in this position requires a high degree of energy, excellent organizational skills and a degree of self-reliance. Experience with Caliber Software is a plus. It is expected that the candidate will have a professional demeanor, good writing and speaking skills and be proficient in Microsoft Word, Excel, and Outlook.

The Company offers competitive salaries, health insurance, 401K, paid vacation and personal time, other employment benefits and a professional work environment. To apply, please send cover letter and resume to jobs@terramangers.com.

Terra Management Services, LLC is a Drug Free Workplace.