

**Position: Property Accounting Assistant**  
**Office Location: Silver Spring, MD**  
**Reports to: Property Accounting Manager**

**Objective:**

The Tower Companies seeks a Property Accounting Assistant for our high-rise community located near downtown Silver Spring, Maryland, The Blairs. The Property Accounting Assistant will join our collaborative finance and accounting team at The Blairs. The Assistant will support and assist the Property Accounting team with all property (residential and commercial) accounting tasks in our Downtown Silver Spring location, related to the accounts receivable and accounts payable processes and data entry for all properties in The Blairs District. You will be an overall resource to the finance team onsite. This position requires a high-level of customer service, a strong detail orientation, and strong analytical skills.

**Job Responsibilities:**

The Property Accounting Assistant essential functions include, but are not limited to the following:

- Create, organize, and submit ready-to-process PO numbers to AP.
- Create, organize, and submit ready-to-process WO numbers to AP.
- Receive and submit invoices to AP for processing through PO or WO.
- Monitor the Invoice Register dashboard in Voyager for any invoices in need of a PO or WO.
- Review, complete, and submit commission logs and task lists to HQ.
- Communicate with vendors regarding services and materials.
- Complete Expensify reports for Blairs District credit card and maintenance Home Depot card.
- Review and complete supply/item purchases for the property as needed.
- Submit monthly finance reports for printers (and laundry as requested).
- Become knowledgeable of major aspects of property management, support residents with rent, lease, ledger, and online payment-related queries.
- Review and post guest parking and misc. charges to resident ledgers.
- Review and submit completed resident referral forms to AP.
- Miscellaneous other projects/tasks/report assigned by the manager

**Position Requirements:**

- Bachelor's in Accounting or similar field preferred or 3-5 years of industry accounting experience
- Superior customer service mindset

- Strong computer skills; Proficient in Microsoft Office Suite required;
- Yardi, or similar industry software experience preferred
- Proficient in macros and Excel pivot tables preferred
- Knowledge of accounting principles and practices preferred
- Team-oriented and strong, resourceful problem solving skills
- Strong organizational skills
- Outstanding verbal and written communication skills required.
- Strong professional presentation, on the phone and in person.
- Ability to prioritize tasks and multi-task

**Candidate must be fully vaccinated against COVID-19 (including Booster vaccine). Candidate must submit to pre-employment screening including background check, credit check and drug test.**

**Physical Requirements:**

The employee is frequently required to sit for extended periods, talk, hear, and use repetitive hand motion to type, handle or feel. The employee occasionally may need to stand, walk, reach, bend or lift up to 10 pounds. These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The Tower Companies and its affiliates are equal opportunity employers and offer a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.**

**No phone calls, please.**

**About The Tower Companies**

For three generations, the family-owned Tower Companies has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies built Blair Towns, the first LEED certified residential community in country. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.