



CITYCENTRE ONE | 800 Town & Country Blvd | Suite 200 | Houston, Texas 77024

JOB DESCRIPTION

Associate, Financial Operations

General Description

The Associate, Financial Operations role reports to the Manager, Financial Operations. The Financial Operations Group is responsible for daily activity and monthly reporting for multiple property management, development, and operating entities associated with the Company's objective to create enduring investments through the development, management, and ownership of remarkable assets.

General Areas of Responsibility

- Process daily activities for various property management entities.
- Process daily activities for various operating entities.
- Assist with preparation of various monthly reporting obligations.

Focus Areas of Responsibility

- Processing accounts payable for property management operations, as well as assist in monthly reporting process.
- Processing accounts payable for operating entities and partnerships.
- Coding and processing corporate American Express payments for all cardholders.
- Completing monthly bank account reconciliations, including general ledger posting as needed.
- Processing receipts for operating entities.
- Processing tenant billbacks.
- Processing operating company billbacks.
- Work directly with onsite property management staff and assist as needed.
- Various ad hoc projects as needed.

Qualifications

- Bachelor's degree required.
- Property management experience preferred.
- Desire to add value and grow with the company.
- Strong ability to work and thrive within a team environment.
- Exceptional organizational skills.
- Exceptional self-motivation skills.
- Strong character and ethical values.
- Strong work ethic.
- Advanced proficiency and knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook.
- Knowledge of Yardi, MRI and Avid preferred.
- Punctual / Dependable / Flexible / Quick Learner / Self Starter.



Additional Skills

- Ability to maintain all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Exceptional communication skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think “outside the box.”