



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

JOB DESCRIPTION

Accounting Assistant, Financial Operations

General Description

The Accounting Assistant, Financial Operations role reports to the Assistant Controller, Financial Operations. The Financial Operations team is responsible for daily activity and monthly reporting for multiple property management, development, and operating entities associated with the Midway's objective of creating value through the development, ownership, and operation of remarkable assets.

General Areas of Responsibility

- Process daily activities for various property management and operating entities.
- Support the Financial Operations team through the responsibilities outlined below.

Focus Areas of Responsibility

- Processing accounts payable for property management and operating entities.
- Managing the accounts payable exceptions queue within AvidXchange.
- Processing accounts receivable for operating entities.
- Completing monthly bank account reconciliations.
- Tracking all recurring payables and posting monthly for operating entities.
- Daily monitoring and weekly upload for Positive Pay.
- Invoicing and billback management for operating entities.
- Processing 1099s.
- Various ad hoc projects as needed.

Qualifications

- Bachelor's degree or equivalent work experience preferred.
- Real estate accounting experience preferred.
- Ability to work in a team environment with desire to add value to the company.
- Exceptional organizational skills and work ethic.
- Strong character and ethical values.
- Advanced proficiency and knowledge of MS Office (Word, Excel and Outlook)
- Knowledge of Yardi, MRI and AvidXchange 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 communication and follow-through skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think "outside the box."