



Cohere Partners, Inc.

JOB DESCRIPTION: 8/7/2023

Job Title: Accounting Associate

FLSA Status: Non-Exempt

Reports To: Senior Accounting Manager

Location: Glendale, AZ

The Cohere accounting team provides accounting and financial reporting support for a growing portfolio of master-planned communities and the people who live there. Our Accounting Associates play a critical role in the team's success by expertly processing invoices and payment distributions while providing overarching support to ensure efficiency, accuracy and timeliness. The ideal candidate will be kind, professional and accommodating in all interactions with property owners, vendors, partners and stakeholders and demonstrate exceptional skill in both accounting and communication. Our Accounting Associates also assist with other accounting and non-accounting functions such as, file maintenance, researching discrepancies and data entry.

All Cohere team members embrace and demonstrate the core values of Trust, Reciprocity, Spirit and Legacy while striving to exceed customer and team expectations. This role requires a cooperative and positive attitude, and the ability to handle multiple responsibilities with exceptional follow through.

Scope

- Manage all Transfer & Disclosures for Re-Sales, Builder Sales, Vacant Lot Sales and all documentation through community web-based platform, HomewiseDocs.com.
- Process monthly assessment billings for all property owners across multiple communities and entities; ensure accuracy of assessment rates, applicable fees and total amounts owed.
- Process incoming assessment payments, including interface with various financial institution platforms, internal accounting database software, Village Management Systems (VMS), and Webview.
- Carry out process for creating and sending monthly account statements and delinquency notices.
- Assist Residents and Owners with account inquiries; provide exemplary service and follow through resulting in positive customer experiences and outcomes; escalate issues that cannot be satisfied to the appropriate team member for follow up.
- Manage the integrity of all electronic resident data files, including Owners and Tenants.
- Respond to general inquiries from Residents, Title Companies, Real Estate Agents, Prospective Buyers and Sellers, Property Management Companies and Lenders, and forward requests for specific inquiries to the appropriate team member(s).

Attributes

Key attributes for a successful Accounting Associate include, but are not limited to the following capabilities, qualifications and performance skills:

- Excellent computer and database skills
- Excellent written and verbal communication skills
- Excellent organizational skills with a strong attention to detail and accuracy
- Must be able to function and meet deadlines in a dynamic, fast paced environment
- Must be highly customer service oriented and responsive with a high need for closure
- Demonstrate a high level of integrity, honesty and respect
- Must maintain a positive, professional approach in all internal and external interactions
- Demonstrate initiative - ability to think, work, and make independent decisions based on sound judgment
- Familiarity with General Accounting Principles & Budget Processes
- Committed to personal growth, ongoing process improvement and team development
- Able to work independently and as part of a team
- Willingness to take on additional responsibilities as needed

Knowledge | Experience

- 3+ years of experience in general accounting, bookkeeping and/or related accounting experience
- Proficiency in Microsoft Office Suite, including Excel, Word and Outlook required
- Data entry experience required
- Knowledge of real estate industry and specific title transfer and disclosure experience preferred
- Community Association experience preferred
- VMS (Village Management Software) knowledge a plus

OPERATING PRINCIPLES

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building and responsiveness to changing needs and opportunities.
- Embrace the vision, goals and aspirations of Cohere.

Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.