

TITLE: Associate Accountant

University Gateway Corporation (UGC) / University of Minnesota Foundation Real Estate Advisors (UMFREA)

POSITION SUMMARY:

This full time position is responsible for the financial accounting for UGC/UMFREA and will report to the UMFREA/UGC Controller. This individual would work for a non-profit business in a pleasant work setting on the University of Minnesota Minneapolis campus. Generous benefits include: excellent insurance benefits package, generous paid time-off policy, University's health club membership, paid parking, etc.

UGC and UMFREA is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, marital, family, or veteran status, or any other status or condition protected by applicable state or federal laws. UGC and UMFREA is committed to recruiting and hiring qualified individuals without regard to protected status and encourages minorities, women, individuals with disabilities, and veterans to apply for open positions.

HOW TO APPLY

Applicants should submit resume and three references. Applications will be accepted until position is filled. Please send materials to Mary Pietrzak at maryp@umfrea.org.

PRIMARY DUTIES AND RESPONSIBILITIES

ACCOUNTING

- Maintain accurate and up to date general ledgers.
- Enter recurring and one-time journal entries
- Assist with bank/checkbook reconciliation; ensuring receipts and charges are accurately posted.
- Produce and maintain regular and ad-hoc property financial reports and corporate reports including variance and cash-flow analysis
- Maintain fixed asset schedules
- Prepare CAM reconciliations
- Perform financial analysis
- Maintain vendor insurance coverage database and pursue update policy information prior to expirations
- Work closely with others on team to address accounting issues, correct accounting errors, and develop processes, where necessary
- Perform daily AR, weekly AP, rent posting, vendor and tenant set-up and other accounting or administrative issues
- Other accounting and financial duties as assigned
 - On UMFREA side, vendor insurance, 1099 reporting, data entry, tenant charges, and payables entry will be on other individual
 - On UGC side, input, code, and process invoices and reconcile monthly purchasing credit card statements, monthly petty cash, and EFS charges

BUDGETS

- Develop annual budget with input from team, including documentation of assumptions
- Maintain capital budgets and integrate into annual financial projections

QUALIFICATIONS

- 2-year Accounting or related degree. (4-year preferred)
- Proficient in MS Office applications, particularly Excel and Word
- Previous accounting experience or related

CORE COMPETENCIES

- Real estate accounting experience (preferred)

- Committed to a high degree of customer service; effectively represents the organizations in external and internal matters, and relates comfortably and effectively to management.
- Accurate, detail oriented, and timely completion of work
- Demonstrated analytical, critical thinking, and problem solving skills
- Ability to produce reports and analysis on deadline
- Ability to work independently and within a team environment
- Ability to manage multiple or shifting priorities
- Solid organizational skills both “soft” and technical
- Experience with MRI property management software (or equal) preferred
- Experience with reconciliations, budgeting, and financial reporting preferred