

Job Opening: Bookkeeper & Property Manager

Application Deadline: **3-01-2010**

Position Type: Exempt, Full Time

Salary & Benefits: Competitive Salary, 3 Weeks PTO, 401(k) Retirement package, the opportunity for reduced rent in one of our town homes.

Organization Information:

Wildwood, Inc's business interests include: sustainable residential, commercial and industrial developments, a native plant nursery and sustainable vineyard, and renewable energy projects. We have a very active community service program that includes donating our time and resources to community organizations that benefit the environment and children.

The Position:

Responsible for maintaining Company financial records, performing full cycle bookkeeping, preparing monthly financial reports, processing payroll, tracking insurance and property taxes, administering 401(k) and other benefits, and working closely with CPA to prepare various filings. A successful candidate will also be responsible for directly managing all aspects of Company owned rental properties, including a community of 65 high-end rental town homes and various industrial, commercial and agricultural properties.

Essential Duties and Responsibilities:

1. Organize and maintain Company books including A/P, A/R, Invoicing, Job costing, Payroll, General Ledger, Balance Sheet, Budgets, Cash Management.
2. Prepare monthly financial management reports including statement of cash flow, P&L statement, balance sheets and retained earnings statement
3. Review and track Company insurance policies; organize, review, and summarize property tax filings, and administer Company 401(k) and other benefits programs
4. Oversee management of designated properties including: advertising, promoting and renting units; collection of rent money and fees; monitoring routine and preventative maintenance of properties and safety features; insuring all vacant units are turned in timely manner; reporting vacancies to management

Other Duties & Responsibilities:

1. Manage maintenance technician, review maintenance request forms, oversee scheduling of routine maintenance requests, follow up with tenants to ensure work was performed to Company standards.
2. Prepare various agency filings.
3. Attend occasional community meetings, take notes and present findings to management.
4. Assist President with scheduling and project tracking.
5. Perform other duties as assigned.

Minimum Qualifications and Experience:

The qualified candidate will have at minimum five years of bookkeeping/accounting experience. Must be fluent with QuickBooks, MS Office, and capable of demonstrating a solid understanding of GAAP. Excellent communication and leadership skills are required in order to work effectively within a small office environment.

Additional Qualifications of Experience:

Bachelor's degree or equivalent preferably with an emphasis in accounting or finance.
Property management and HR experience.
Interest in sustainability

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To Apply:

1. Send us an email (travis@wildwoodco.com) with the position that you are applying for clearly identified in the email subject header.
2. Attach your resume to the email.
3. Attach a concise cover letter to the email that:
 - * Describes why you are qualified for the position
 - * States your salary requirements and history.

Please only submit PDF, DOC, or TXT attachments. Any attachments that we cannot open will not be reviewed.

Due to the anticipated volume of applicants, we are only able to respond to the best qualified candidates. Incomplete submissions will not be reviewed.

Thank you for your interest!