

## **Accounting Assistant**

**Status: Open Until Filled**

At Chateau Retirement Communities our mission is to work with each resident to create a unique retirement lifestyle that enables our Resident's to live happier, healthier, longer lives on their own terms. If you share our mission and are looking to make a difference in someone's life when you go to work, we'd like to talk to you.

### **Responsibilities:**

- Assist with month, quarter and year end closing
- Prepare account reconciliations as well as bank reconciliations
- Prepare journal entries
- Research and resolve account reconciling items
- Monthly excise tax reporting
- Issue/mail yearly 1099s
- Keep business licenses up to date
- Maintain files as needed within the department
- Support other team members as necessary
- Perform additional assignments or projects as assigned

### **Education Experience Required:**

- 3+ years related accounting experience required
- Associates degree in Accounting preferred

### **Computer/Office Skills Required:**

- Proficiency with Strong knowledge of Yardi software a plus
- Must be highly detail oriented and organized
- Excellent 10-key skills
- Excellent written and communication skills
- Ability to act and operate independently
- Ability to work cooperatively and collaboratively with management

### **Benefits:**

Competitive Pay • 90% Employer paid Medical/Dental • Vision • Life Insurance • Employer matching 401k • Paid Holidays • Paid Sick Leave • Paid Vacation Leave • Discounted Employee Meals • Referral Bonuses • Free Parking • ORCA Card Allowance • Movie Tickets for your Birthday • Meal of Fortune program • Bridge Program (HCA to CNA) • Wellness "Bloom" Program • Verizon Cell Phone Corporate Discount • Engagement Award • CNA License Annual Reimbursement

### **How to Apply:**

Download the application on the website or stop by our community to complete an application to see for yourself all of the warmth Chateau has to offer

Chateau Retirement Communities is an equal opportunity employer.