Accounting and Finance Manager

Off Campus Partners, LLC is seeking a highly organized accounting and finance manager to manage the books and all financial duties, as well as support of other day-to-day operational activities. Compensation will be commensurate with experience. This is a great opportunity for someone with the passion, skills, and drive to make their mark with a fast-growing company in a unique niche – the off-campus housing market.

Job Responsibilities:
Accounting
- Maintain general ledger with accounts payable, accounts receivable, deposits, and other financial transactions using QuickBooks accounting system
- Manage renewals for large and small customers for each University renewal period
- Track and record company’s deferred revenue on a monthly basis
- Perform monthly reconciliation of bank accounts
- Manage cash balances and transfers
- Manage collections process to avoid write-offs for bad debt
- Prepare year-end accounting entries for closing the books and work with accountant to facilitate tax preparation at year-end

Financial Planning, Reporting, & Analysis
- Prepare & analyze monthly company financial reports for management
- Develop proposed pricing in new markets and products/services; ongoing price analysis
- Prepare revenue share payments for universities
- Forecast company sales, profit/loss, and cash flow by month, quarter, and year
- Budget management

Operations/HR Duties
- Enter hours and manage relationship with ADP to ensure timely and accurate handling of payroll and payroll taxes.

Skills/Requirements:
- Highly organized, ability to multi-task and reliable
- Experience with accounting/finance required, budget/forecasting helpful
- Efficient in an environment of constantly changing priorities
- Works well independently as well as with a team
- Proficient in Microsoft Excel, Word, PowerPoint & QuickBooks software
- Ability to work well under pressure to meet deadlines
- Pleasant phone manner for overflow phones
- Bachelor’s degree required in business, accounting/finance, economics or other related field.

About Off Campus Partners:
Off Campus Partners provides apartment communities and management companies targeted marketing to college and universities’ off-campus housing markets by listing their properties on the university website. Universities select Off Campus as their exclusive outsourcing partners, embed their software within the university website, and promote the service to students, parents, and faculty/staff by including it in university publications, linking it throughout the university website, and publicizing it at on-campus events. Off Campus Partners offers property managers annual subscriptions to list their communities on the site. To see the company’s service in action, visit the JMU Off-Campus Housing site at http://web.jmu.edu/ocl.

Please submit a cover letter and resume with salary history to Trina Jones at jobs@offcampuspartners.com by August 30th.