

MCC Legacy Trust Group of Companies

Accounting Clerk opportunity

Do you long to be engaged in work that really matters? MCC Legacy Trust contributes to the ministry of MCC which is a worldwide ministry actively serving BC, Canada as well as 50 other countries. We are responsible for the day-to-day operation and management of residential & mixed-use properties in our portfolio. This position is full time. To apply for this position go to: <https://www.mcclegacy.ca/job/accounting-clerk>.

Duties:

The successful candidate will be responsible for full Accounts Receivable and Accounts Payable functions including, but not limited to:

Receivables:

- Reconcile monthly rent rolls
- Receivables charging, collection, recording and processing including:
 - Update tenant information for move-outs and new tenants
 - Record all rent and other payments received to the proper units and accounts
- Bank deposits
- Revenue collection reconciliation & chargeback process
- Issue rent increase forms for managers to distribute
- Prepare aged receivable reports and follow up with manager of the building

Payables:

- Government remittances processing
- Vendor invoice coding and processing
- Issue security deposit refunds to tenants when entitled
- Record and track mortgage payments and allocate the principal and interest within the properties
- Cheque and electronic transfer preparation

Additional Duties:

- Mail collection and filing
- Various other duties as required

Required Qualifications:

- Minimum one (1) year's post-secondary accounting education
- Three (3) years Accounting Clerk experience or relevant alternate experience
- Professional communication skills, both verbal and written
- Ability to manage a high workload environment with good time management
- Excellent organizational skills and strong attention to detail
- Experience with Yardi Property Management software or property management industry experience an asset
- Solid working knowledge of Microsoft Office suite applications, including Excel, Word and Outlook
- Good problem-solving abilities and a strong sense of personal responsibility and reliability
- Ability and desire to work as part of a team

Legacy offers competitive wages and benefits, including extended health, vision and dental benefits. Only those candidates who are legally eligible to work in Canada should apply.

Candidates are expected to exhibit a commitment to: a personal Christian faith and discipleship; active participation in a Christian church or Christian community; and nonviolent peacemaking. We are an equal opportunity employer, committed to employment equity so invite all qualified candidates to apply. To apply for this position go to: <https://www.mcclegacy.ca/job/accounting-clerk>.