



Property Management - Staff Accountant

Job Description

Forino is looking to add a Property Management - Staff Accountant with the eagerness to learn, think outside the box and persevere through challenges in a fast moving, always evolving team-oriented environment. This position will support the Property Management department through various tasks on a full-time basis. An outgoing personality, exceptional attention to detail, and impeccable work ethic are a must.

Primary Duties

- Process all rental and HOA (home owner's association) payments
- Contacting tenants and homeowners to facilitate collections
- Processing statements for unpaid utilities and/or accounts
- Prepare monthly rental reports and delinquency statements
- Maintain Accounts Payable activities
- Work on/with HOA budgets and newsletters
- Other duties as assigned

Requirements

- Must have at least 5 years of experience; Property management or rental accounting experience a plus
- College degree not necessary with work experience.
- Basic knowledge of accounting, financial theory and financial analysis techniques
- Ability to develop competence in own area by performing structure and/or routine work.
- Works extremely well with others, at all levels of the company, to a achieve team goals, excellent written and verbal communication skills while maintaining confidentiality at all times
- Excellent PC skills, Microsoft Office and other business related software. Appfolio experience a bonus.
- Well organized, analytical and ability to prioritize tasks and make appropriate decisions.

Please send a cover letter and resume to e.hauptly@forino.com for consideration.

About - Forino Co., L.P.

Since the inception of The Forino Co., L.P. in 1975, our clients have come to know the Forino Company as a High Value, Custom Residential Builder in Berks, Schuylkill, Lancaster, and Montgomery Counties in Pennsylvania in addition to Jasper and Beaufort Counties near Hilton Head Island, South Carolina. Forino is proud of the accomplishment of exceeding \$1.2 Billion in gross sales throughout their history, primarily from the 7,120+ homes built since we put the first shovel in the ground over 40 years ago. Our core philosophy has always been to maintain integrity, ingenuity, collaboration, and responsiveness. Forino has evolved from being just a Residential Home Builder into a Full-Service Construction and Property Management Firm that can provide a multitude of construction, project management, and engineering services for large-scale new construction projects.

The Property Management division at Forino has a portfolio in excess of 250 units to date. Forino has been a growing name in the multifamily apartment complex building scene throughout Pennsylvania since 2012 and continues to increase unit production volume year over year. Forino is currently planning strategic partnerships in Beaufort County, SC and the Savannah, GA markets to expand their multifamily building capabilities into these rapidly growing markets where demand far exceeds the supply of rental housing.