



The Vision family of companies is recognized as the leading provider of professional management services for Community Associations (HOA, Condo, Townhome), residential properties, office condominiums and commercial plazas. Our Mission is to partner with our homeowners and community boards to create vibrant neighborhoods through consistent service, direction, and professionalism.

Our team works hard, but we keep our atmosphere light and collaborative. If you are ready to be a part of a rapidly growing company where you can see the direct impact of your contribution on a daily basis in a truly entrepreneurial environment, apply today to join our awesome Accounting team, and come grow with us! If you're the type of individual that thrives in a fast-paced, team environment where you can wear many hats, then this opportunity is for you!

The Community Accountant will be part of a fun and hardworking accounting team. The position will work heavily in general ledger accounting, accounts payable, delinquency processing, bank reconciliations, budgets, and financial statement reporting. At Vision all of our employees, *including our Accounting team*, have a voice! They have ideas, they improve processes, and they are entrepreneurial and innovative. We are not looking for a "typical" accountant – we are looking for a dynamic bean counter who thinks outside the box and enjoys a fun team environment that is intuitive and collaborative. This is not just a transactional environment with set routines; this is a DYNAMIC, exciting, evolving department that is influencing the business! This is a great opportunity to join a fun team with potential for career advancement and growth!

Major Responsibilities:

- Ensure proper execution of accounting functions in accordance with HOA Management Agreements.
- Ability to oversee and manage a large community portfolio.
- Process accounts payables/receivables for communities.
- Process various monthly bank account reconciliations.
- Reconcile out of date payments with vendors.
- Verify the integrity and accuracy of the general ledger by investigating variances, identifying and resolving issues, and ensuring all transactions, including balance sheet reconciliations, accruals and journal entries, are accounted for.
- Analytical review of monthly financial statements that includes explaining budget to actual variances.
- Maintain open communication with management and board of directors regarding financial variances and concerns.
- Review and process community delinquencies per set collection policies.
- Facilitate and complete monthly closing procedures.

FOCUSING ON YOUR COMMUNITY'S FUTURE

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- Provide financial packages to managers and board members on a timely basis.
- Assist with financial audits as needed.
- Other projects as assigned.

Desired Skills and Experience:

- Associate's Degree in Accounting or equivalent work experience preferred.
- 4-6 years of accounting experience preferred.
- Experience with HOA/non-profit accounting a plus.
- Prior experience with property management software a plus.
- Experience using Outlook, Access, Word and Advanced Excel experience preferred.
- Creative approach to problem solving.
- Good communication skills.
- Good understanding of internal systems / operations and databases.
- Extremely detail oriented with good analytical skills.
- Understanding of compliance with company practices and methods of working.
- Ability to work independently on multiple activities, showing appropriate level of prioritization and escalation skills.
- Flexibility and an appreciation of a fast-moving environment.
- Ability to accurately and timely process data in high volumes.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external parties to maximize performance, creativity, problem solving, and results.

Vision Community Management is an equal opportunity employer.

Salary Range: DOE

Benefits: Health/Dental/Short Term Disability/Live Insurance, 401K, Paid Holidays, Vacation and Personal Time Off