

StateStreet Group, LLC

Accountant

POSITION:

This position is responsible for working in all aspects of the financial reporting cycle of the Company, assisting in the management of human resources and supporting technology usage within the organization. The responsibilities of this position are expected to expand, creating opportunity for advancement. This position is located in Jackson, Mississippi.

ESSENTIAL FUNCTIONS:

- Serve as administrator of YARDI accounting and property management software to include trouble shooting, implementations and data/user integrity.
- Prepare semi-monthly payroll and assist in the design and communication of employee benefits to all employees.
- Assist in preparation of financial statements and financial reporting to owners, investors, tax agencies and banks.
- Recommend new approaches, policies and procedures to effect continual improvement in accuracy and efficiency of department and services performed.
- Perform other related duties as required and assigned.

KNOWLEDGE & SKILL REQUIREMENTS:

- Proficient in accounting and property management computer application systems. YARDI experience would be advantageous, but not required.
- Understanding of fundamental accounting (GAAP) principles, with experience and understanding in general accounting, treasury management and business practice.
- Computer skills with Microsoft Office, with advanced Excel proficiency.
- Excellent organization skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Possess a team-oriented, positive, winning attitude, with demonstrated willingness to lead and manage projects and people.
- Self-motivated and a creative problem solver.
- Excellent management and supervisory skills.
- Strong communication, interpersonal, analytical, and organizational skills.

EDUCATION & EXPERIENCE:

- A bachelor's degree in Accounting, Finance, Information Technology, or Business Administration required.
- Three to five years of accounting, information technology, or human resource management experience is preferred. Real estate experience would be advantageous, but not required.

Resumes can be submitted to jobs@statestreetgroup.com.