

# Accounting Supervisor

The Greater San Diego Association of REALTORS® is the largest trade association in the county, with more than 19,000 members. Our REALTORS® adhere to a code of ethics and professional standards above and beyond the norm. We help our members sell more homes. We help people realize the dream of homeownership and we are dedicated to protecting private property rights.

GSDAR is committed to its employees by offering an outstanding and fast paced work environment, which affords them every opportunity to thrive and grow both professionally and personally. We are hiring for the Accounting Supervisor position in our Corporate Office located in Kearny Mesa.

## Summary

The Accounting Supervisor will perform various departmental tasks including the day-to-day processing of accounts payable/receivable transactions. Supports other team members in daily functions of the accounting and membership departments.

## Responsibilities

- Checks and matches all invoices with purchase order and receiving documents for payment
- Prepares invoice deduction notices; as necessary
- Audits freight bills against freight manifests
- Answers vendor inquiries
- Makes timely payments to vendors in order to take discounts when offered
- Prepares accounts payable checks and mails payments to vendors
- Prints all accounts payable reports and maintains all accounts payable files
- Prepares analysis of accounts; as required
- Performs monthly reconciliations and assists in monthly closings
- Assists with accounts receivable, cash receipts and special projects; as necessary
- Maintains petty cash fund for company purchases
- Prepares forms required by government such as 1099's, W-9's and various employment reports
- Prepares monthly financial statements, using QuickBooks, for subsidiary companies
- Review hours entered by staff and allocations for accuracy
- Prepare and process payroll. Transmit to ADP PC/Payroll for processing
- Issue checks to employees
- Aid with salary and benefits schedules during budgeting process
- Maintain pension plan schedules
- Maintain company vacation schedules

## Qualifications

The ideal candidate will possess an Associate Degree from an accredited college/university or equivalent in the accounting field with 2-year related experience.

The qualified candidate must have:

- considerable knowledge of basic accounting
- ability to perform 10-key by touch
- ability to type at least 40 wpm and

- proficient in Windows and MS Office/email
- ADP Payroll and Great Plains experience is a plus

To perform this job successfully, an individual must have:

- excellent interpersonal and customer service skills
- general to complex administrative skills
- ability to complete multi-tasks and have a professional attitude
- excellent written and verbal communication skills are required
- ability to maintain a high level of confidentiality
- strong organizational skills and detail oriented
- good follow through skills
- ability to prioritize and work effectively with all departments

GSDAR offers competitive salary and benefits package. Please e-mail resume and salary requirement to [ssouza@sdar.com](mailto:ssouza@sdar.com), attn: Human Resources.