



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to [info@sundancesquare.com](mailto:info@sundancesquare.com).** Please make sure to include **the position's title** in the subject line of your email.

# Sundance Square

Accounts Receivable

Fort Worth, Texas



## Accounts Receivable Overview

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Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Accounts Receivable employee you will report directly to the Assistant Controller of Sundance Square Management.

## The Accounts Receivable (AR) Role

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The Accounts Receivable employee is responsible for overseeing and processing incoming payments, and ensuring incoming revenue is secured properly through the accurate verification and posting of receipts. The duties include daily bookkeeping and record-keeping of deposits. The candidate must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal) and have a high attention to detail. The Accounts Receivable employee must work well within a cross-cultural team environment.

### **In this role the Accounts Receivable's primary job responsibilities include:**

- Maintain and record daily cash receipts from tenants.
- Process and send out monthly tenant billings.
- Research and resolve tenant billing questions.
- Compile information and process leave abstracts and tenant charge adjustments.
- Assist property management staff with tenant related requests and notices.
- Assist property management with sales data collection and posting into Yardi.
- Assist in month end procedures.
- Assist with annual tenant reconciliations.
- Reporting on Accounts Receivable Aging.
- Some collections duties (phone calls, emails).
- Perform other duties and special projects, as needed.

In addition to performing the key responsibilities of this position, the AR employee must exemplify our values and guiding principles to ultimately ensure the fulfillment of our purpose.

### **Required Knowledge, Skills and Abilities (Qualifications)**

- Minimum of 5 years relevant AR and property management accounting experience in Multi-Entity Mixed Use, Multi-Family, Retail and Office.
- Experience in both Cash Basis and Accrual Basis reporting.
- Excellent organizational and multi-tasking skills.
- Excellent communication skills, both verbal and written.
- Detailed oriented
- Microsoft Office proficient.
- Yardi experience a plus.
- Team player willing to assist as needed.

- Ability to communicate effectively with Executives, business partners, and other stakeholders
- BS in Accounting

### **Physical Demands**

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, handle documents, bend and stoop as needed, and reach with hands and arms
- Must be able to communicate with others and exchange accurate information verbally
- Ability to receive detailed information through oral communication and to distinguish sound and perceive the nature of sounds at normal speaking levels with or without correction

### **Work Environment**

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time

\*Must be able to perform all of the essential duties of the job with or without reasonable accommodation