

Position: Accounting & Operations Manager

To apply, please send resume and cover letter to Apply@GeneralCorporation.com

Reports to: President

FLSA Status: Exempt (salaried, full-time 40-hour/week)

Salary: Competitive, negotiable based on experience

Benefits: Full benefits

Location: Charleston, WV

Essential Duties and Responsibilities

- Direct and manage day-to-day operations, including the physical and financial management of a portfolio of commercial properties.
- Manage and supervise maintenance staff and their work.
- Coordinate, schedule, and supervise maintenance projects.
- Perform general accounting and bookkeeping duties, including monthly invoicing, taxes, and bill payments.
- Review and audit bills and invoices to ensure accuracy.
- Negotiate contracts with vendors and contractors; obtain and evaluate multiple competitive bids.
- Ensure contractual obligations are met and expected benefits are realized.
- Maintain optimal staffing by mentoring, motivating, and developing team members.
- Collaborate with the marketing representative to provide exceptional service for our tenants.
- Track service contract expiration dates and negotiate timely renewals.
- Perform and document scheduled inspections of company-owned properties in the Charleston, Dunbar, Huntington, and Clarksburg areas.
- Additional duties as assigned by management.

Skills

- Read and interpret documents such as procedure manuals, work instructions, lease agreements, sale contracts, and software manuals.
- Write routine reports and correspondence.
- Communicate effectively (both orally and in writing) with tenants and team members.

Other Knowledge, Skills, Abilities, and Attributes

- Exceptional attention to accuracy and detail.
- Highly developed problem solving, analytical, and decision-making skills.
- Strong organizational skills necessary to maintain accurate and detailed records.
- Display professionalism and a strong work ethic.
- A refined “hands-on” leadership style that motivates and enhances team performance.

- Multi-task and prioritize workload with capacity to effectively delegate in a fast-paced, detailed and deadline-driven environment.
- Excellent verbal, written, and listening skills.
- Adherence to general safety rules and company policies.
- Proficient in Microsoft Office software.
- Skilled in dispute resolution and negotiation.
- Anticipate problems and proactively address them.
- Self-learner with the ability to research and implement solutions.
- Identify and recommend business process improvements.

Education and Experience

- Bachelor's degree from four-year institution.
- Prior accounting or business management experience preferred.
- No prior real estate experience needed.

Minimum Requirements

- Must be at least 18 years of age.
- Must pass a routine background check and drug screening.

Overview

Requirements listed here are representative of the knowledge, skills and/or abilities expected to be performed on a daily basis at a satisfactory level. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions associated with the position.

The above summary is a guideline designed to present an overview of the job duties and is not intended to be a comprehensive list of all responsibilities and requirements.