



## **ACCOUNTING ASSISTANT | AR/AP COORDINATOR**

### **ERES COMPANIES**

*Position to be based out of our Fort Worth, TX office*

#### **COMPANY OVERVIEW**

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Sarasota, FL, Williston, ND, Bozeman, MT, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA and Neuquén, Argentina.

#### **THE OPPORTUNITY**

##### **Job Summary**

The AR/AP Coordinator creates and processes receivable and base scope of work and all one-off work orders for additional work at the 100+ locations for ERES's accounts. This position also makes recommendations for process improvements in accounts receivable functions. Reports directly to the AR/AP Lead.

##### **Essential Duties and Responsibilities**

- Full comprehension and understanding of ERES accounting practices.
- Work with ERES accounting team to provide necessary internal reporting.
- Supports Accounting & Operations team members with a wide variety of tasks needed to run the day-to-day operations for internal functions as well as for large client accounts. Complete understanding of master account agreement with client with respect to the base scope of work and the associated allowable ongoing billing amount(s) and one time billing amounts.
- Complete understanding of the client billing process for base scope of work including all necessary back up required for such billings.
- Create monthly invoices for the client including base scope of work invoices, invoices for 3rd party services with mark-ups and invoices for one off work orders. Invoices to

include all required back-up to support billing as required per the master service agreement.

- Secure W9, COIs and other necessary supporting documentation from 3rd party vendors as needed to support AR/AP.
- Review invoices from 3rd party vendors to confirm accurate billing rates based upon their MSAs.
- Oversee time tracking for deputy for the account team dedicated to the account and provide reporting from deputy as needed to support invoicing.
- Ability to work on multiple accounts as needed by the company, managing different needs for different clients.
- Perform general administrative duties such as answering phones, office organization, FedEx, etc. Assists with all office management activities in the Fort Worth location.

### **Position Requirements: Skills & Experiences**

- Working knowledge of bookkeeping procedures
- Working knowledge of computer operations including file storage, cloud-based software use and MS Office suite including Word, Excel, PowerPoint and Teams.
- Excellent data entry skills
- Must be detail oriented but also be able to work in a fast-paced environment.
- Ability to work un-supervised.
- Excellent communication and presentation skills
- Must be able to work well with others and meet deadlines.
- Must have excellent organizational skills.
- Able to lift and/or move up to 10 lbs
- Exposure to weather conditions when travel is required.
- 5 years of experience in a similar accounting role is required for an Accounts Receivable role.
- Is comfortable working in an entrepreneurial environment with processes that are constantly evaluated for improvement
- Appropriately prioritizes projects to meet multiple deadlines in a fast-paced environment
- A degree in one of the following areas is preferable and will allow a candidate to develop their career in accounting further:
  - Accounting
  - Finance or Economics
  - Business Studies or Administration
  - Mathematics

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability,

protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

### **SUBMISSION**

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Kate Waggoner at [kate.waggoner@erescompanies.com](mailto:kate.waggoner@erescompanies.com).