

# Brooks Job Posting

## Accounts Receivable Specialist

*Brooks, located in San Antonio, Texas, is one of the most innovative, master-planned developments in the United States. Founded in 2001, Brooks City Base, now known as Brooks, was created by the United States Congress, the State of Texas and the City of San Antonio to redevelop a former United States Air Force Base.*

*Brooks is a governmental entity created by the State of Texas and owns, operates and develops Brooks. There is in excess of \$300 million in infrastructure and vertical construction projects nearing completion, with an additional \$100 million plus of construction projects in various stages of closing.*

*Brooks offers excellent premium health benefits for you and your family and great retirement matching.*

*If you are looking for an opportunity where you can live, work learn and play, this is the job for you! Come and be a part of a very unique organization where you can play a huge role in the success story of Brooks!*

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**SUMMARY OF PRINCIPAL & MAJOR RESPONSIBILITY:** Performs with independent judgement daily accounting activities related to accounts receivable, including but not limited to generating invoices, resolving payment discrepancies and pursuing collections on delinquent accounts. Secures revenue by verifying and posting receipts. Performs month end closing duties including reconciling bank statements, posting journal entries and verifying the accuracy and completeness of various G/L accounts.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES (Essential Functions):**

- Models Brooks Core Values
- Posts customer payments by recording cash, checks and credit card transactions
- Posts revenues by verifying and entering monthly tenant transactions
- Generate and send out invoices
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform monthly reconciliation of bank accounts by comparing bank transactions to the general ledger
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Reconcile tenant accounts
- Review AR aging to ensure outstanding items are resolved in a timely manner
- Maintain customer accounts including accounts receivable customer files and records
- Investigate and resolve customer inquiries
- Communicate with customers via phone, email, mail or personally regarding billing discrepancies and questions
- Produce and request reimbursements from outside entities such as COSA, Bond Trustee, Bexar County, etc.
- Reconcile accounts to close out reimbursements from outside entities
- Ensures an accurate and timely month end close
- Prepares journal entries
- Post incoming wires to customer accounts

- Reconcile accounts to the general ledger
- Review contracts with general knowledge and understanding, ensuring accuracy and completeness of company agreements
- Maintains Account Transparency Page on Brooks website
- Assist with annual audit

#### **Other Functions**

- Any other duties, as required.

#### **JOB SPECIFICATIONS:**

**Required Knowledge, Skills and Abilities** (Requirements are representative of minimum levels of knowledge, skills and/or abilities.)

- Able to work independently.
- Able to look for ways to improve and promote quality and demonstrate accuracy and thoroughness.
- Able to willingly make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Able to anticipate and solve practical problems and resolve issues.
- Able to work and foster harmonious working relationships with co-workers.
- Able to establish and maintain relationships with managers, co-workers and customers.
- Able to foster a cooperative work environment.
- Able to make administrative and procedural decisions and judgments.
- Able to plan, develop and coordinate multiple projects.
- Provides strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Able to speak clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Able to espouse high ethical standards and expect the same from all others in the BDA.
- Working knowledge of generally accepted accounting rules and procedures.

#### **Education, Training and Experience**

- High school diploma or equivalent required AND
- Three years' experience in accounting OR
- Bachelor's degree in Accounting preferred

#### **License/Certifications:**

- None required.

#### **Computer Software**

- Great Plains or similar accounting software system
- Microsoft Office Suite

**Please Submit Resume to:**

[jobs@livebrooks.com](mailto:jobs@livebrooks.com)

**NO PHONE CALLS PLEASE**