

### **Accountant, (Part-Time)**

Louis Hyatt Inc. (Hyatt Commercial), a subsidiary of Severn is seeking to hire a **Part-Time Accountant**. This position is focused on maintaining the integrity and accuracy of tenant /property accounts with the inclusion of **full charge bookkeeping responsibilities** for all commercial and residential clients in the Hyatt Commercial portfolio. The qualified candidate will possess:

- 2+ yrs in Accounts Payable and Accounts Receivable functions; full charge bookkeeping background and prior property management experience.
- Proficient in Timberline Accounting Software and MS Office, Word and Excel.
- Strong written and verbal communications skills. Ability to understand and carry out industry specific written and oral direction.
- Positive, innovative approach to problem solving. Presents ideas in a clear, concise, understandable, and organized manner.
- Ability to work independently and as a team member. Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.
- Ability to perform general full charge bookkeeping and accounting functions.
- Excellent time-management and general organization skills.