



Legacy is seeking a full-time Staff Accountant to work in our corporate office located in Milford, MI. As a Staff Accountant, you will be responsible for the preparation of monthly and quarterly financial statements. This position is a vital part of our team and is responsible for monthly closings, monitoring income/expenses and escrow/savings account, completing bank deposits, transfers, and withdrawals. This position analyzes general ledgers and prepares journal entries and maintains balance sheet schedules. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

**Requirements:**

- High School Diploma or GED required; associate degree in accounting preferred
- At least 2 years of accounting experience
- Yardi accounting software experience preferred
- Some property management experience preferred but not required
- Working knowledge of financial reporting
- Exceptional attention to detail and organizational skills
- Strong time management skills with the ability to manage multiple priorities, keep accurate records and meet deadlines
- Excellent verbal and written communication skills
- Proficient in Microsoft Office applications with solid experience in Excel
- Establish and maintain effective working relationships
- Customer Service attitude in all interactions with staff
- Valid driver's license and reliable transportation

Qualified candidates should email your resume to: [tcs@legacypmc.com](mailto:tcs@legacypmc.com)

*An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.*