

JOIN THE JK PROPERTY MANAGEMENT TEAM
Professional | Accountable | Team-Oriented | Results-Driven

ACCOUNTING SPECIALIST

ABOUT JK PROPERTY MANAGEMENT

We're not your average property management company. JK Property Management is a values-driven, locally owned firm with over 20 years in Great Falls. Our mission is simple: **We exist to deliver professional, results-driven property management that adds measurable value for both owners and residents.** We believe property management is a disciplined profession built on systems, accountability, and consistent communication. If you're looking for a workplace that values efficiency, precision, and accountability in what you do each day, you'll fit right in here.

CAREER OVERVIEW

The **Accounting Specialist** plays a vital role in maintaining the financial integrity and operational efficiency of JK Property Management. This position is responsible for accurate processing of accounts receivable and payable, ensuring compliance with financial regulations, and supporting timely financial reporting.

With precision, consistency, and a strong attention to detail, the Accounting Specialist helps drive informed decision-making and contributes directly to the overall success of our organization.

WHO SHOULD APPLY

We hire for mindset first. While we value candidates with experience and/or higher education, we recognize that some skills can be taught — and others simply can't. If you're ambitious, dependable, and eager to learn, you'll find plenty of opportunity here. The success you achieve here will always reflect the effort, integrity, and attitude you bring each day.

WHAT YOU'LL DO

- Process accounts receivable and payable, including invoices, payments, and receipts
 - Ensure compliance with company policies and all local, state, and federal regulations
 - Prepare and distribute accurate and timely financial reports
 - Reconcile accounts regularly and resolve discrepancies
 - Complete month-end procedures, including journal entries and financial statement preparation
 - Maintain organized financial records and documentation for audit purposes
 - Assist with budgeting, financial analysis, and KPI reporting
 - Communicate effectively with internal teams and external vendors regarding financial matters
 - Utilize accounting software and tools to improve accuracy and efficiency
 - Assist with tax filings, regulatory reports, and compliance documentation
 - Perform additional duties and special projects as assigned
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QUALIFICATIONS

- Associate's degree in Accounting, Finance, or a related field preferred
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- 3–5 years of accounting experience, including A/R, A/P, and general ledger functions
- Proficiency in accounting software and Microsoft Office
- High ethical standards with a commitment to confidentiality and accuracy
- Strong written and verbal communication skills with diverse audiences

WHO WE ARE

We're unapologetically anchored by our core values and expect each of our team members to share our values:

- **We are professional** – We act with integrity in all we do.
- **We are a team** – We succeed together and support one another.
- **We pay attention to details** – Excellence is built on precision.
- **We work hard and give our best each day** –We take ownership of outcomes and deliver results we're proud of
- **We are humble and honest** –We value transparency, admit mistakes, and learn continuously
- **We embrace change and take action** –We adapt quickly, think critically, and move forward with purpose
- **We lead our industry through knowledge and innovation** – We stay ahead of trends, technology and laws to set the benchmark for professional property management.

WHO YOU ARE

You'll thrive here if you:

- Take pride in doing the right thing (even when no one is watching)
- Love structure, organization, and getting things done efficiently and correctly
- Communicate well with diverse people and handle challenges calmly and respectfully
- Are dependable, confident, and professional
- Bring a positive attitude and mature perspective to the team
- Want a long-term career — not just a job
- Take direction and constructive feedback well

You may not thrive here if you:

- Avoid structure, dislike systems, or prefer to “wing it” instead of following proven processes
- Become easily flustered under pressure or respond emotionally to feedback, conflict, or change
- Struggle to communicate clearly, directly, or professionally — especially in stressful situations
- Rely on others to stay organized, meet deadlines, or follow through on commitments
- Prefer to work in a loose, unstructured environment without accountability or expectations
- View this position as temporary or transactional rather than a long-term professional career

JOIN OUR TEAM

If you're ready to join a team that values honesty, accountability, and growth — and you take pride in bringing structure, efficiency, and excellence to every project — we'd love to meet you.

Apply today and be part of the team setting the benchmark for professional property management in Great Falls.

Interested candidates should submit the following:

- **Professional resume** detailing relevant experience and qualifications
- **Brief cover letter** explaining interest in the position, schedule availability, and strengths you would bring to the role
- **Three (3) professional references** (supervisors or managers preferred)
- **Completion of a Pre-Interview Skills Evaluation** [Linked here](#)
- **Completion of a DISC personality assessment**
- **Ability to pass a background check and drug/alcohol screening**
- **Valid driver's license**