Top Ten Wins in Accounting Department

1. **Centralize Accounting in Yardi** - We consolidated all of our accounting into Yardi and staff no longer need to learn and maintain two accounting systems.

2. **Automate Workflows and Approvals** - We implemented Yardi Payscan, leveraging site staff to assist with entering property related invoices into Yardi and automated the approval process with workflows. This decreased the time an invoice was left unpaid, eliminating late payments and helped accounting staff process invoices faster.

3. **Increase Accuracy for Receivables and Streamline Deposit Processes -** We implemented Yardi Checkscan, providing site staff a tool that combined both bank deposits and Yardi receipt entry, allowing staff to easily identify the payment to the resident and record the payment in the resident's ledgers, which reduced errors and time spent on monthly rent deposits.

4. **Eliminate Duplication of Efforts and Increase Level of Detailed Reporting** - We implemented Yardi Job Cost to track grant revenue and expenses and all resident program costs. We are currently implementing Yardi Job Cost for development related accounting and draws. The system eliminates the need for our staff to keep separate Excel sheets that were used to track costs and provides more detailed and accurate reporting.

5. **Company Culture and Benefits -** We provide staff with rich benefits and actively promote a positive culture to work in.

6. **Hire Experienced Staff for the Position -** Seek out staff have the right level of experience for the position and compensate for the experience.

7. **Promote Teamwork and Flexibility -** This is key in a small accounting department as we sometimes need staff to step in other areas and help out their teammates. Being able to step into to fill a gap can be crucial.

8. **Accept Change as Part of the Process** - Identify staff who are willing to be adaptable and accept change in their work environment.

9. **Communicate Effectively and Encourage Collaboration -** The accounting department supports all departments in the organization and a willingness to collaborate is key to our success. We continually work to improve communication between departments and to manage expectations between departments to ensure everyone knows their role and what is expected of them.

10. **Offer Training and Development** - Provide staff with inside and outside opportunities to develop professionally.