

Full Charge Bookkeeper/In House Accounting

This is a position in a growing and expanding multifamily Construction & Property Management Company with multiple bank accounts and multiple entities. Will be responsible for the financial management of those accounts.

Routine duties and responsibilities include, but are not limited to:

- Recording deposits, debits and withdrawals
- Accurately recording transfers of funds between LLCs and bank accounts
- Accurately recording the moving of expenses between companies
- Vendor billings and invoice payments and check preparation
- Credit card reconciliation
- Production and review of monthly multi company financial statements
- Bank account reconciliation
- Use of online banking for ACH Payments, Wire Transfers, Account Transfers
- Miscellaneous budget and financial projects as needed

Review each bank account to ensure availability of funds for upcoming expenses such as:

- Vendor payments
- Payroll
- Payroll taxes
- Property tax, business licenses, permits, insurance
- Loan Payments
- Perform transfer of funds as needed
- Wire Transfers
- ACH payments
- Cash withdrawals, deposits (via check scanner)
- Prepare checks

Year-End activities:

- W2's
- 1099's
- Property Tax Summaries
- Loan Interest Summaries
- Documentation requested by external accounting firm/CPA

SKILLS, KNOWLEDGE and ABILITIES:

- Experience using QuickBooks® to perform the above-mentioned duties
- Experience using Excel to prepare supporting schedules and budgets
- Ability to calculate reimbursements, interest payments, etc.
- Strong communication skills with fluent English (both verbal and written)
- Reliable, detail oriented with the ability to maintain a high level of accuracy and well organized
- Ability to work independently as well as part of a team
- Ability to meet deadlines in a fast-paced environment
- Ability to follow directions and prioritize workload

Job Type: Full-time

Pay: From \$50,000.00 per year DOE

COVID-19 considerations:

Only 1 person per office & office is disinfected often. All CDC guidelines followed.