

Real Estate Bookkeeper

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Company: Select Assistants

Location: Colombia

Category: other-general

Elevate your career as a Real Estate Bookkeeper with our esteemed firm in Chicago. Your expertise in financial management and meticulous record-keeping will ensure the seamless operation of our real estate accounting processes, utilizing advanced tools like Yardi Voyager software.

The Role

Responsibilities:

Manage vendor invoices efficiently, ensuring timely payments and fostering positive vendor relationships.

Handle monthly bank reconciliations with precision, promptly addressing any discrepancies.

Expertly manage property allocations, rent collections, and lease administration using Yardi Voyager software.

Take ownership of bi-weekly payroll processing, ensuring accurate calculations and compliance with tax regulations.

Meticulously manage credit card transactions, reconciling statements and invoices promptly to maintain financial integrity.

Provide support in preparing financial statements, including income statements and balance sheets, as needed.

Collaborate with vendors to promptly resolve billing inquiries, disputes, or payment delays.

Qualifications:

Bachelor's degree in Accounting, Finance, or a related field preferred.

Minimum 2 years of hands-on experience in bookkeeping.

Exceptional attention to detail and organizational skills.

Expert proficiency in Yardi Voyager software and strong understanding of real estate accounting principles.

Excellent communication and problem-solving abilities.

Proficiency in Microsoft Excel and other accounting software.

Thorough knowledge of payroll processing and tax regulations.

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Ideal Profile

You have at least 2 years experience within a Bookkeeper role, ideally within the Real Estate industry.

You have working knowledge of Yardi Voyager Software, Bank reconciliation, Vendor invoices, Accounting and Microsoft Excel

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

You possess strong analytical skills and are comfortable dealing with numerical data

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What's on Offer?

Opportunity within a company with a solid track record of performance

Work alongside & learn from best in class talent

A role that offers a breadth of learning opportunities

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