



JOB DESCRIPTION

JOB TITLE: Full Charge Bookkeeper
DEPARTMENT: Accounting
REPORTS TO: CEO and Property Manager

Momentum Commercial Real Estate Services, LLC is a local, women-owned, full-service commercial real estate firm. Our services include acquisitions, property management, landlord and tenant advisory and representation. We manage third-party properties for building owners and investors such as office, medical office, and retail buildings. Our mission is to provide our tenants, landlords, partners, and investors the most professional, informative, and dedicated services in the industry.

POSITION SUMMARY

We are looking for a finance professional to oversee all accounts for the organization. This person will support company goals, values, and philosophy by exhibiting quality service, commitment, and accountability. This position is responsible for overseeing the administrative activities and procedures, accounting, and bookkeeping of property management. Requires the timely and accurate input, processing, and reporting of the computerized accounting and management systems to keep the operations running smoothly as required by management contracts.

PRIMARY DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Setting up new bank accounts or the transferring of current accounts.
2. Entering new property information including general ledger accounting in the property management software.
3. Working with Property Manager to create the annual budget for each property.
4. Entering tenant rents and additional charges, maintains tenant ledgers, and tracks rental increases.
5. Tracks delinquent rents, sends rent reminders and late notices and reports potential defaults to Property Manager. Works with real estate attorney to assist in collections and default proceedings as needed.
6. Reconciles multiple accounts, prepares bank reconciliations, and reviews cash flow for operating and capital expenditures.
7. Creates and prepares monthly, quarterly, and annual financial reports.
8. Creates monthly charges for management and maintenance fees.
9. Commission invoicing and tracking.
10. Performs year-end reporting to accountants for special projects and affiliates.
11. Assists Property Manager by preparing year end pass-through calculations, invoicing, and charge entries.

12. Prepares information for annual tax appeals.
13. Prepares and mails year end 1099 reports.
14. Assists Property Manager with enforcing lease regulations.
15. Supports management by directing office activities and operations to maintain efficiency and compliance with company and real estate policies.

QUALIFICATIONS

- Working knowledge of accounts payables, receivables, and general ledgers, bank reconciliations, and financial statement preparations.
- Knowledgeable with on-line accounting software such as QuickBooks (management software is Skyline).
- Proficient in MS office, and Excel.
- Must be able to develop positive working relationships with owners, investors, vendors, and tenants.
- Deadline and detailed oriented.
- Problem solving and analytical skills
- Written and oral communications.
- Maintain accurate files and staying organized.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting is preferred; a minimum of two years professional bookkeeping/accounting experience. Prior experience in commercial real estate a plus.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.