

JOB DESCRIPTION

JOB TITLE: Bookkeeper
DEPARTMENT: Accounting
REPORTS TO: CEO
UPDATED: December 9, 2022

Momentum Commercial Real Estate Services, LLC is a local, woman-owned, full-service commercial real estate firm. Our services include acquisitions, property management, landlord and tenant advisory and representation. We manage 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

The Bookkeeper will support company goals, values, and philosophy by exhibiting quality service, commitment, and accountability. This position oversees the administrative activities and procedures of bookkeeping for property management. It 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 transferring current accounts.
2. Entering new property information including general ledger accounting in the property management accounting software.
3. Being the primary contact for all issues, changes, and meetings for Skyline.
4. Working with Property Manager to create the annual budget for each property.
5. Entering tenant rents and additional charges, maintaining tenant ledgers, and tracking rental increases.
6. Requesting and updating contact information for all tenants.
7. Tracking delinquent rents, sending rent reminders and late notices, and reporting potential defaults to Property Manager.
8. Reconciling multiple accounts, preparing bank reconciliations, and reviewing cash flow for operating and capital expenditures.
9. Generating and preparing monthly, quarterly, and annual financial reports.
10. Inputting work orders into accounting software and making payment to Momentum of maintenance payments.
11. Creating monthly charges for management and maintenance fees and creating payment to Momentum.
12. Assisting Property Manager by preparing year-end pass-through calculations, invoicing, and charge entries.
13. Calculating information for annual tax appeals.

14. Preparing and mailing year-end 1099 reports.
15. Assisting Property Manager with enforcing lease regulations.
16. Requesting and updating insurance for all tenants.
17. Performing lease abstractions and rent rolls of new buildings and leases and inputting data in accounting software.
18. Auditing tenant lease files for accuracy and updates including amendments, changes in square foot or terms and rent increases.
19. Tracking important dates which include building insurance and tax payments. If requested by owner moving insurance and tax payments into escrow account.
20. Supporting management by directing office activities and operations to maintain efficiency and compliance with company and real estate policies.
21. Inputting new vendors in accounting software and requesting updated insurance certificates.
22. Reacts positively and productively to change.
23. Performs all other duties as assigned.

QUALIFICATIONS

- Working knowledge of accounts payables, receivables, general ledgers, bank reconciliations, and financial statement preparations.
- Knowledge of on-line accounting software such as accounting management software (Skyline).
- Proficiency in MS office and Excel.
- Ability 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 stay organized.

EDUCATION AND/OR EXPERIENCE

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

OWNER/MANAGER

EMPLOYEE SIGNATURE

_____/_____
Name/Title

_____/_____
Name/Title

Date

Date

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.