

Market Edge Realty LLC

Accounting Specialist

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of a growing team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a Real Estate Accounting Specialist who can effectively communicate with tenants, landlords, and the corporate office. The right person for this opportunity will be great at working with numbers and pays close attention to detail. Hard work is rewarded financially and in other ways. Experience is important, but most importantly you will need to exhibit passion, pride, and ownership in what you do.

Job Responsibilities:

- Communicate with bank partners.
- Handle questions from tenants on balances, payments, etc.
- Oversee annual 1099 process -- sent to vendors, sent to owners, and filed with FIRE.
- Handle all TPT accounts for owners with AZDOR. Set up new accounts, add to profile, and handle annual return.
- Handle payroll.
- Update transactions in QuickBooks daily.
- Approve Non-Payment notices to go out to tenants and oversee collections process.
- Set up new vendors in system.
- Enter in invoices in cloud-based system.
- Rubs billing 12 multi-family properties.
- QBO reconciliation for 4 entities.
- Three-way reconciliation of broker's trust account monthly.
- Identify opportunities to increase revenue/decrease expenses.

Job Requirements:

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- Impeccable appearance.
- Basic understanding of leasing and home buying process.
- Amazing attitude – cheerful and confident.
- Ability to work in a busy office and maintain a professional atmosphere.
- Confident using multiple platforms of technology.
- Become Certified in any software the company utilizes to service clients.
- Have a **STRONG** basis in working with Propertyware, AppFolio, Quickbooks, and Rently. Salesforce is strongly preferred.
- Pass a Background and Credit Check
****Must have experience with the state of Arizona three-way balance process required by the Arizona Department of Real Estate.
- Pass a Drug Test.

Compensation:

- Hourly rate is \$15 - \$18 DOE
- Position is W2
- Position is Full-Time

***** Please respond to this by sending your resume to HR@MarketEdgeAZ.com.**