

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 returns.
- Handle payroll.
- Update transactions in QuickBooks daily.
- Approve Non-Payment notices to go out to tenants and oversee the collections process.
- Set up new vendors in the system.
- Enter invoices in a 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 experience with the state of Arizona three-way balance process required by the Arizona Department of Real Estate OR willing to learn.
- Professional 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 experience is a plus.
- Pass a Background and Credit Check
- Pass a Drug Test.

Compensation:

- Hourly Rate is \$18 - \$25 DOE (full-time)
- Position is W2.

Extras:

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!
- Opportunities available to obtain other certifications and education through our company... we want to INVEST in YOU!



Apply to join our fast-growing company in a fun and upbeat Team environment!

***** Call (480) 561-0069 and follow the instructions on the recording. *****