

GHS Development LLC

Bookkeeping/Accounting/Flex Job Opportunity

- Account Payables
- Account Receivables
- Auto Pays
- Credit Card Reconciliations
- Bank Reconciliations
- GL Review
- Expense Allocation per property
- Work Order Posting
- Commercial Lease Charges
- Water Billbacks
- Review / Remedy Outstanding Tenant Balances
- Budget Prep
- CAM Reconciliation
- 1099s
- Residential CRPs
- Reporting
- Financial Reporting
- Property Tax Review
- Year End Income Tax Prep to Tax Accountants
- Miscellaneous

Applicant must be flexible in role due to small office setting.

Wage negotiable- based upon skill set, qualifications and experience.

Job Qualifications:

Self-Motivated Individual, Ability to Work Independently and as a Team Member

Associate Degree in Accounting or Accounting Certification preferred

High School Completion with Experience

Strong Verbal and Written Communication Skills, Microsoft Excel and Word

Quikbooks or DoorLoop Experience Preferred

Experience with Commercial Real Estate Accounting Preferred.

GHS Development LLC uses DoorLoop Property Management Software (Quikbooks based)