



KLEIN & HEUCHAN, INC REALTORS

Commercial/Investment/Real Estate Services

Local commercial property management company is currently seeking a trustworthy individual for bookkeeping and administrative services. This position includes all accounting and general administrative duties using [Appfolio Property Management Software](#) and [Microsoft Office](#). This is a full-time position working Monday through Friday.

Strong financial background needed. Ability to set up a small companies' books on Real Estate Property Management software. Basic understanding of accounting, commercial leases, and set up tenant / vendor information.

Duties include:

1. Update any tenant information (new tenants, renewals and increases).
2. Collect, deposit and post rents for all properties.
3. Contact via phone and/or written correspondence tenants that have balances or credits on their accounts.
4. Write and post accounts payable checks for all properties.
5. Handle daily cash management for multi-checkbooks.
6. Handle month end procedures, including:
 - a. Complete financial reports for all properties
 - b. Complete bank reconciliations for all properties
 - c. Compile and send reports to property owners
 - d. Compile financial information for Accountants for all properties.
 - e. Keep insurance, W-9, and tax-exempt certificates for both tenants and vendors current.
7. Keeping tenant and vendor files current and in good order.
8. Answer phones and greet/help walk-ins.
9. Process maintenance work orders and monthly billing reimbursements from properties.
10. Ability to manage small projects with little supervision from beginning to completion.

* Please provide your resume, to missy.wolf@khrfl.com

* A completed credit report/background check will be required.

