

Accounting Assistant / Bookkeeper

PLEASE APPLY VIA OUR WEBSITE: <https://benkinneycompanies.com/careers/#tech-division-positions>

Any resumes received through Indeed will be disregarded.

Place Inc is looking for accounting assistants / bookkeepers with a passion for the details and a desire for growth. We are a rapidly growing accounting team that provides accounting services for Real estate teams across the country.

Duties and Responsibilities

- Assist Staff Accountants and other financial professionals with creating and editing financial statements.
- Organize bookkeeping and track expenses.
- Reconcile accounts including outgoing and incoming funds.
- Basic office task – filing, data entry, scanning.
- Ability to handle phone/email communications with upper management, expansion partners, and their administrative assistants

Skills & Competencies

- Strong organization skills and ability to prioritize workload to stay on schedule, meeting tight organizational deadlines
- Good attention to detail and good record keeping.
- Proficient in Microsoft Excel and Google sheets.
- Experience using Quickbooks preferred.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- IT skills a plus.

Qualifications

- Administrative experience (filing, data entry, processing mail, etc)
- Experience working in real estate businesses is a plus
- AA with at least 2 years hands on general accounting experience or bachelor's degree in accounting preferred. Current student working towards accounting degree or recent graduate will be considered.
- Desire to grow into a Staff Accountant Role

Please note we have a rigorous, multi-step hiring process which is very rewarding to the well-qualified candidate

Job Type: Full-time

Pay: \$17.00 - \$20.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday