

Job Title: Bookkeeper

Weekly Hours: 40

Location: Liverpool, NY

Hourly – Full Time

TJMG Properties, LLC (J&M) is looking for a motivated individual to step into a full time *Bookkeeper* role in their local and growing Property Management Company. TJMG Properties was founded in 2008 and has quickly grown to a company with divisions in property management, homeowner association management, as well as bookkeeping and revenue management for several clients throughout the Upstate New York region.

Key responsibilities of the bookkeeper:

- Minimum 3 years of previous bookkeeping experience
- Knowledgeable of generally accepted accounting procedures and practices
- Preparation and understanding of Financial Statements including Profit & Loss, Balance Sheet, Statement of Cash Flows
- Accounts Payable, Accounts Receivable, Entering Rents Collected, Paying Bills, Bank Reconciliations, and Administrative Assistance
- Proficient in Quickbooks Online
- Advanced knowledge of Microsoft Excel; experience with macros and pivot tables a plus
- Knowledge of RIS (Realty Information Systems) preferred, but not required
- Problem solving skills with impeccable attention to detail and dedication to seeing tasks completed from start to finish
- Attendance at Review Meetings with operations manager and other operational meetings as directed

Other Skills & Qualifications: Highly organized with excellent communication skills and an ability to prioritize tasks for optimal time management; must possess a professional and positive attitude with a strong work ethic; required to work very well in a fast paced environment with the ability to multi-task; a thriving desire to accomplish any project or task completely and accurately; an independent thinker who works well as a team player. Typing skills are a plus.

TJMG is looking for a hardworking, passionate, honest, confident, detail oriented, modest, ambitious, autonomous, intelligent and marketable person to join our team.

Other Inclusions: Paid Time Off, Company Holidays, Health Benefits

Hours & Pay Structure: \$30k+, Depending on Experience

**To inquire, please email your resume and cover letter to: contact@tjmgproperties.com
Or drop it off to: **TJMG Properties, 209 Second St, Liverpool, NY 13088**
and be prepared to fill out an application.**

www.tjmgproperties.com