

**Job Title: Bookkeeper**

**Weekly Hours: 20**

**Location: Liverpool, NY**

**Hourly – Part time**

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TJMG Properties, LLC (J&M) is looking for a motivated individual to step into a part 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.

**Hours & Pay Structure:** \$15.00ph +/-, Depending on Experience. Hours will be 9am-1pm Mon-Fri.

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**To inquire, please email your resume and cover letter to: [employment@tjmgproperties.com](mailto:employment@tjmgproperties.com)**

[www.tjmgproperties.com](http://www.tjmgproperties.com)