

Real Estate Company Seeks Full-Time Bookkeeper

Brentwood, MO 63144

Job Posting Date: 12-1-2020

JOB DETAILS

Pay: \$43,000.00 - \$53,000.00 per year

Job type: Full-time

Schedule: 8 hour shift, Monday to Friday

Benefits: Health insurance, Paid time off, Dental insurance, 401(k), Vision insurance, Life insurance, 401(k) matching, Disability insurance

Number of hires for this role : 1

JOB DESCRIPTION

Searching for an experienced, detail-oriented Bookkeeper for fast-paced, high volume real estate company. Responsibilities include accounts payable, accounts receivable, billing, general ledger, commission processing, payroll, etc. An excellent understanding of accounting principles and practices a must, along with Lone Wolf Technologies, Microsoft Word, Excel, Outlook proficiency.

Real estate experience preferred.

If these qualifications describe you and you would like to be considered for this position, submit your resume, salary requirements and references directly to: **bob.kolf@rockitcareers.com**

Only qualified applicants will be contacted.

Work Location: One location – Brentwood, MO 63144

Typical start time: 8AM

Typical end time: 5PM

THIS JOB IS IDEAL FOR SOMEONE WHO IS:

- Dependable -- more reliable than spontaneous
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- High stress tolerance -- thrives in a high-pressure environment

THIS COMPANY DESCRIBES ITS CULTURE AS:

- Detail-oriented -- quality and precision-focused
- Outcome-oriented -- results-focused with strong performance culture
- Team-oriented -- cooperative and collaborative

BENEFIT CONDITIONS:

- Waiting period may apply
- Only full-time employees eligible

REMOTE WORK ALLOWED: No