

JOB TITLE: MBM BOOKKEEPER



Texas REALTORS® seeks a highly motivated person responsible for performing basic bookkeeping duties for the boards who contract for bookkeeping services through the Multi-Board Management program (MBM boards) as directed by the association's Controller and the Director of Board Services.

Contact: Send resumes and cover letters to Director of Board Services Kinski Moss at schichester@texasrealtors.com.

JOB DUTIES AND RESPONSIBILITIES

- Process accounts payable and receivables for MBM boards on timely basis
- Prepare and coordinate daily deposit activity for MBM boards
- Create and maintain supporting schedules to the financial reports
- Prepare journal entries for Controller's review
- Prepare all necessary bank reconciliations on monthly basis and maintain bank authorizations as needed and directed by Director of Board Services
- Prepare general ledger account reconciliations on monthly basis
- Prepare monthly financial statements for Controller's review prior to distribution
- Distribute financial statements and other reports to designated officers of MBM boards on monthly basis
- Prepare and file required monthly, quarterly and annual tax forms on a timely basis
- Provide assistance to board's accounting firm during annual compilations, reviews or audits.
- Maintain accounting records and files for each board consistently on a timely basis
- Perform other related duties as assigned.

SKILLS AND QUALIFICATIONS

- Associate degree or qualified work experience, minimum of 3-5 years preferred
- Proficient in Microsoft Office
- Able to work independently
- Demonstrates accuracy and pays close attention to detail
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management
- Knowledge and ability to use applicable information technology and systems to meet work needs

About us

Texas REALTORS is a member-service organization, serving over 130,000 real estate professionals. The association staff functions as a team to provide exemplary service to the members through a variety of benefits and services. Texas REALTORS has been named one of Austin American Statesman's Top Workplaces for the past two years and prides itself in providing a rewarding work environment centered around our core values of service, collaboration, ownership, integrity and respect.