

## Real Estate Bookkeeper (with Yardi Voyager tool experience)

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Company: Select Assistants

Location: Venezuela

Category: other-general

### Summary:

Join our team as a Real Estate Bookkeeper, where you'll play a crucial role in managing our financial operations. Utilizing your expertise in financial management and meticulous record-keeping skills, you'll ensure the smooth functioning of our real estate accounting processes with tools like Yardi Voyager software.

### The Role

#### Responsibilities:

Handle monthly bank reconciliations with precision, swiftly addressing any discrepancies.

Meticulously manage credit card transactions, reconciling statements and invoices promptly to maintain financial integrity.

Take ownership of bi-weekly payroll processing, accurately calculating wages, and deductions, and ensuring compliance with tax regulations.

Expertly manage property allocations, rent collections, and lease administration using Yardi Voyager software.

Efficiently manage vendor invoices, ensuring timely payments and nurturing positive vendor relationships.

Collaborate with vendors to resolve billing inquiries, disputes, or payment delays promptly.

Provide support in preparing financial statements, including income statements and

balance sheets when needed.

**To move forward, please complete this form.**

Form link: <https://wkf.ms/3VZw76H>

**Ideal Profile**

**Qualifications:**

**To excel in this role, you'll need:**

A Bachelor's degree in Accounting, Finance, or a related field (preferred).

Minimum 3 years of hands-on experience in bookkeeping.

Expert proficiency in Yardi Voyager software and a strong understanding of real estate accounting principles.

Exceptional attention to detail and organizational skills.

Excellent communication and problem-solving abilities.

Proficiency in Microsoft Excel and other accounting software.

Thorough knowledge of payroll processing and tax regulations.

APPLY HERE >>> <https://wkf.ms/3VZw76H>

**What's on Offer?**

Opportunity to make a positive impact

Work alongside & learn from best in class talent

A role that offers a breadth of learning opportunities

**Apply Now**

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