

ACCOUNTING CLERK / BOOKKEEPER OPPORTUNITY

InSite Realty Partners, LP is an established, privately owned commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management and development services for over 9 million square feet. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services.

We are looking for a motivated, self-starting individual to join our team as a full-time Accounting Clerk / Bookkeeper.

Job Description/Responsibilities:

- Accounts Payable duties including entering invoices and issuing payments (MRI and Yardi)
- Accounts Receivable duties including the depositing and recording of client payments (MRI and Yardi)
- Participate in annual expense recovery calculations and reconciliation process
- Maintain and update all utility payments and reports
- Maintain and update all property tax invoices/payments and reports
- Maintain and update all vendor forms including W-9's and ACH payment forms
- Annual 1099 Filing with IRS
- Maintain all filing – electronic formats and some physical filing
- Special Projects

Qualifications:

- Previous experience in commercial property management/accounting preferred
- Working knowledge of lease agreements helpful
- Microsoft Office and Outlook, Excel Spreadsheets, Knowledge of MRI and Yardi accounting software a plus
- Strong attention to detail, excellent organizational skills and ability to work independently and collaboratively within a team

Comprehensive Benefits Package

Please email your cover letter and resume to Lynn Dippon for consideration @ ldippon@insiterealty.com or fax to 713-339-1313.