

Part Time - Bookkeeper –

Pino Agency Real Estate

Pennsville, NJ 08070

Controls and maintains records of company's daily financial transactions. Tracks all payments, purchases, receipts, sales and produces weekly & monthly reports for the Broker of Record and Account. Must be able to communicate with the other team members and reports directly to the Broker of Record. The bookkeeper must be flexible and able to adjust to unusual circumstances. Real Estate knowledge is preferred, but not required. A friendly, positive attitude is a must.

The responsibilities and duties include, but are not limited to:

- Record all financial transactions
- Create spreadsheets that are needed
- Handle payroll
- Handle agents' license renewals
- Balance the company's checkbook
- Create financial statement, by tracking the budget
- Monitor legal compliance situations
- Post debits and credits

Qualifications and Requirements include, but are not limited to:

- Understanding of bookkeeping principals
- Attention to Detail
- Highly organized
- Must be familiar with Quickbooks
- Proficiency with Microsoft Word and Excel
- Real Estate knowledge preferred, but not required
- Credit and background checks will be required

Start Date: - Negotiable – (must be available on the weekends for the interview and training)

Number of Hours – Approximately 10 hours per week – hours can be flexible to an extent

Please contact: Please send your resume to pinoagency1@gmail.com or drop it off at 70 N. Broadway, Pennsville, NJ 08070