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PA – Property Management Bookkeeper

Description

We are looking to add a Property Management Assistant/ Bookkeeper with the eagerness to learn, think outside the box, and persevere through challenges in a fast moving, always-evolving, team-oriented environment. This position will support the Property Management department through various tasks on a full- time basis. An outgoing personality, exceptional communication skills, and attention to detail are a must.

Responsibilities

- Process all rental and HOA (homeowner's association) payments
- Contacting tenants and homeowners to facilitate collections
- Processing statements for unpaid utilities and/or accounts
- Prepare monthly rental reports and delinquency statements
- Maintain Accounts Payable activities
- Work on/with HOA budgets and newsletters
- Maintain communication with resident board members, coordinating & attending HOA meetings
- Other duties as assigned

Qualifications

- Must have at least 3 years of experience; Property management or rental accounting experience a plus
- College degree not necessary with work
- Basic knowledge of accounting
- Ability to develop competence in own area by performing structure and/or routine
- Works extremely well with others, at all levels of the company, to a achieve team goals and possesses excellent written and verbal communication skills while maintaining confidentiality at all times
- Excellent PC skills, Microsoft Office, and other business-related software; AppFolio and Spectrum experience a
- Well organized, analytical, and has the ability to prioritize tasks and make appropriate

Salary is based on experience.

About – Forino Co., L.P.

Since the inception of Forino Co. LP in 1975 our clients have come to know the Forino Company as a high value, residential builder in Berks, Schuylkill, Lancaster and Lehigh Counties in PA, and locations in Jasper and Beaufort Counties, near Hilton Head Island, SC. The Property Management division at Forino has a portfolio in excess of 210 rental units and over 500 homeowner's association units. Rental properties are primarily in PA, with HOA units in PA and SC. The position will work from the PA office at 555 Mountain Home Road, Sinking Spring, PA 19608.

Contacts

Hiring organization

Forino Properties

Employment Type

Full-time

Industry

Property Management

Job Location

555 Mountain Home Road, 19608,
Sinking Spring, PA, USA

Working Hours

Monday through Friday

Date posted

September 6, 2022

Please send a cover letter and resume to ehauptly@forino.com for consideration.