

## Bookkeeper

Aborn Powers is a real estate and property management company with a very strong culture. Our mission is to, "Serve God and our community by caring for those around us." We help each other and cheer each other on. We go out of our way to care for our clients and each other. We work hard and do our best to excel at serving others. We care about our communities and seek to make them better. We diligently work to do well, but when mistakes happen we make them right.

Right now, we are seeking someone to serve as our next Bookkeeper.

Prior bookkeeping, accounts receivable and accounts payable experience is a plus. Candidate must have effective and honest communication skills and be comfortable working closely with property managers, assessing needs, creating solutions, resolving problems and communicating with supervisor. Excellent time management and computer knowledge are required.

### Duties:

- Process Accounts Payable and Receivable
- Maintains accounts by verifying, allocating and posting transactions
- Balances accounts by reconciling entries
- Organizes and maintains a coherent system of accounts with a supporting filing system
- Ensure duties are done in a timely manner and in accordance with DRE Compliance
- Contributes to team effort by accomplishing related results as needed
- Enter new tenants into the system, remove old tenants, complete move ins and move outs and ensure date and files are correct

### Qualifications:

- Experience and knowledge of Appfolio & Quickbooks software preferred
- Analyzing information
- Dealing with complexity
- Attention to detail
- Cost Conscious
- Good written and oral communication skills
- Good with people
- Self-motivated, but excellent team player
- Ability to perform functions in a timely manner
- Organized
- Problem solving skills

### Requirements:

- Valid California driver's license
- Computer knowledge and competency
- Must be able to understand and communicate well in English

Benefits: Health, dental and vision insurance are available after 60 days of employment. Vacation and sick pay, 401k participation after 1 year of employment.

If this sounds like a fit for you, please contact us at [cathy.hardiman@abornpowers.com](mailto:cathy.hardiman@abornpowers.com) or call (530) 676-6760.

To learn more about Aborn Powers go to: [abornpowers.com](http://abornpowers.com)

Please submit a Cover Letter and Resume: Please explain: Why do you think you would be a good fit for this.

You also must be able to: Undergo a background check and drug screen, in accordance with local law/regulations.

Must be authorized to work in the following country: United States