



# HURWITZ STRATEGIC STAFFING, LTD.

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*PROMOTING THE HIRING OF VETERANS OF THE U.S. ARMED FORCES AND FIRST RESPONDERS.*

## **Part-Time Assistant Full Charge Bookkeeper/Office Manager – Livingston, NJ**

My client, a Livingston, New Jersey-based residential property management company, is looking to hire a part-time assistant bookkeeper/office manager. This family-owned business, with family values, in business for 50 years, manages multiple properties in Essex and Hudson Counties, including some 450 multi-family units. The company is looking to grow by acquiring more properties and additional outside management projects.

The company has ten full-time employees, and numerous part-time maintenance workers employed on a daily or weekly basis.

### **The duties of the assistant bookkeeper/office manager include, but may not be limited to:**

- Post journal entries, tenant rent payments, mortgage payments, prepare comparison financial report, submit yearend paperwork to accountants.
- Reconcile security and mortgage payments from multiple banks.
- Maintain tenant records including, moving tenants in and out, annual rent increases, subsidy tenant paperwork, open and close security accounts, tenant billing, report lease and insurance expirations, order credit checks.
- Other responsibilities: Tax Assessor Reports, Cam reconciliations.
- Prepare management reports for owners, calculate and pay management fees, pay real estate taxes, process payroll.
- Prepare Non-Payment Tenant legal paperwork, maintain legal calendar and follow up judgements and evictions.
- Maintain and update various reports for owner: Insurance, accounting fees, holiday expenses.
- Office – Accounts payable, order supplies and arrange maintenance of office equipment.

### **Qualifications**

Candidate must be a high school graduate, with at least 2 years bookkeeping/accounting experience in any industry. Demonstrated stellar Excel skills, excellent attention to detail, and accuracy in work.

A college degree in accounting and knowledge of Appfolio are preferred but not required.

### **Compensation**

Part-time in office position, 20 – 25 hours per week Monday to Friday (9 AM-2 PM or 10 AM – 3 PM). Pay rate is \$25.00 per hour.

**Applicants must be authorized to work in the United States (Visa sponsorships are not available) and live within reasonable commuting distance of Livingston, NJ. To submit your candidacy, email your resume (including your present city and state of residence) to [bh@hsstaffing.com](mailto:bh@hsstaffing.com). No phone calls.**