

Urbanspace Real Estate + Interiors is looking to add a new member to their team! Urbanspace is the downtown market leader in residential real estate and high-end design services. Established in 2000, Urbanspace continues to grow in size and scope as we seek motivated, innovative professionals to join our winning team. Visit us online at www.urbanspacelifestyle.com to learn more.

Position desired: Bookkeeper

Reporting to the Controller, the **Urbanspace Real Estate + Interiors Bookkeeper**'s primary responsibilities include maintaining the day-to-day accounting functions, filing, and tracking of incoming records and paperwork. Specific responsibilities:

- Full cycle Accounts Receivable, including new customer setup and maintenance, preparation of invoices, and maintaining customer records.
- Full cycle Accounts Payable, including new vendor setup and maintenance, vendor statement reconciliation and handling of discrepancies.
- Credit card payment processing and data entry
- Check deposits.
- Human resources tasks.
- Perform other related duties as may be requested.

Our ideal candidate will possess:

- Associate degree or bachelor's degree in Accounting
- Three or more years of bookkeeping experience
- Proficiency in QuickBooks
- Proficiency in Microsoft Office
- Attentive to a high level of detail with consistency
- Strong organization skills
- Clear and concise written communications
- Proven ability to maintain confidentiality
- Real estate and/or retail accounting experience a plus, but not necessary

Interested parties, please send resume to paula@urbanspacelifestyle.com