

Part-Time Accounts Payable Specialist/Accountant

ABOUT US

Vision Real Estate Investment serves the greater Grand Rapids and Detroit areas as a strategic Commercial Real Estate company providing Real Estate Acquisition, Real Estate Development, and Property Management services.

POSITION DESCRIPTION

The Part-Time Accounts Payable Specialist/Accountant position will perform basic accounting functions including accounts payable, accounts receivable, bank reconciliations, and journal entries. This position will assist the Accounting Manager and VP of Finance with special projects as needed. This position will also be responsible to perform other team support services, including answering the telephone and performing administrative tasks. Position is flexible and will require 16 to 20 hours per week.

DUTIES AND RESPONSIBILITIES

- Review and enter payables. Prepare check run, pull invoices and print checks per Accounting Manager.
- Contribute to other administrative tasks as needed.
- Process deposit accounting (move-outs)
- Work on special projects as needed

JOB QUALIFICATIONS AND SKILLS

- 1-2 years of accounting experience
- Strong proficiency in Microsoft Office (with an emphasis on Excel) and PDF documents
- Excellent inter-personal skills, communication skills and team based project experience

Job Type: Part-time