

Sept 18, 2018

CONTI is hiring!

The CONTI Organization is a real estate investment company that specializes in value-added multifamily real estate in Texas. Since 2008 we have acquired and sold over 7,500 apartment units with plans to actively grow to 20,000+ units (\$2B+ market value). We are a stable, culture-driven, long-term minded company looking to add a key “hands-on” member to our team. Thanks to our team, we have been recognized by Inc 5000 and Dallas 100 lists for fastest growing companies for 4 consecutive years.

If you are a self-starter with strong organization skills, and you thrive in methodical and process oriented environment, where a high level of detail and accuracy are a must, please continue reading.

Apply Now: <https://www.cindexinc.com/c/EA04D5>

Role Title: Bookkeeper

Salary: \$40,000+

Role Purpose:

Responsible for maintaining financial records and the reconciliation of multiple entities' monthly financial statements

Responsible for Accounts Payable, bank deposit, bank/credit card reconciliations and expense reports

Main Job Duties:

- Perform daily accounting duties, record bank activities, and prepare standard and recurring journal entries
- Manage Account Payable/Cash Disbursements and make deposits as needed
- Prepare payroll journal entries, expense allocations, monthly accruals, and recording of adjusting and reclassification journal entries
- Review expense reports and credit card receipts submitted by the employees on monthly basis
- Post and audit investors' ownership transfers and bank /address changes in the Investment Accounting and CRM system
- Assist with preparing monthly consolidated financial information for investors' reporting package
- Assist with year-end tax preparation and tax document distributions
- Assist with HR functions

- Prepare other ad-hoc analysis and special projects, as requested

Skills/Qualifications:

- 5+ years of experience with bookkeeping and financial statement preparation
- Experience with QuickBooks or other Accounting systems
- Proficient in Microsoft Office
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Investment accounting experience is a plus
- Experience with CRM systems is a plus

Why CONTI? Why Now?

- Since 2015, we've doubled in size from 3,000 units to 6,000 units under ownership, with plans to double again in the next 3 years. We've been on the Inc 5000 and Dallas 100 lists for fastest growing companies for 4 years.
- We are passionate about building a healthy, strong company culture for decades to come. We care about growing our people. We have a continuous-improvement mindset, we're always learning. Our leadership team walks the talk.
- The purpose of CONTI is "to benefit the lives of everyone we touch." We recognize businesses must be profitable to survive and thrive AND at the same time we want to make a positive impact to all of those that touch our business --our team, our investors, our residents, our vendors and our communities/charities.

Why You?

We're looking for a **professional** bookkeeper that not only excels at what they do, but wants to be part of a well-run company that is making a difference. We're looking for someone that can help fill a much needed position for the long-term and wants predictability AND purpose in their role.

NOTE: DUE TO THE LARGE NUMBER OF RESUMES WE EXPECT TO RECEIVE, ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED. WE WILL RETAIN ALL OTHER RESUMES FOR ANY FUTURE JOB CONSIDERATIONS. THANK YOU.