



ATLANTA LEASING & INVESTMENT

COMMERCIAL REAL ESTATE ADVISORS

Job Title: Bookkeeper / Administrative Assistant

Job Type: Independent contractor (1099) – approx. 30 - 40 hours per week; Location: Midtown Office Tower

Compensation: Commensurate with experience and efficiency

COMPANY DESCRIPTION:

Atlanta Leasing & Investment is a boutique real estate firm offering equity investment and brokerage services in the metro Atlanta area. Since inception, Atlanta Leasing & Investment has acquired, leased and divested of over \$450 Million worth of office, residential, industrial and retail properties. Our analysis will give you clarity in determining which deals to do - our experience will help ensure that you do them well. For more information, please visit www.atlantaleasing.com.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Bookkeeping for twenty or more corporate and individual entities
- Documentation of payables and receivables
- Payment of bills and reconciliation with monthly statements
- Maintenance of financial, lease and prospective deal filing system
- Preparation of quarterly and/or annual reports on various entities.
- Assist in submission of annual tax documentation to tax preparer
- Assist in obtaining Form W-9's from vendors and sending Form 1099's to vendors
- Prepare and distribute customer balance reports and maintain collection files.
- Oversee and manage miscellaneous vendors and projects.

Additional Duties and Responsibilities may be assigned.

QUALIFICATIONS DESIRED:

- Excellent grammar and writing skills; proficiency with numbers and accounting concepts.
- Advanced knowledge of Quickbooks, Quicken & intermediate knowledge of Excel
- Willingness and ability to learn utilize new programs and web tools is a must!
- Familiarity with the leasing and sale of real estate is an advantage

Candidates must be able to handle multiple tasks in a fast paced environment, take initiative and function without direct supervision, have excellent communication and people skills. Applicant should ENJOY BEING ORGANIZED and should also be dependable, detail oriented, willing and able to learn new skills. Applicant must take pride in quality of work.

EDUCATION AND/OR EXPERIENE

Bachelor's degree (BA) or Associates degree (A.A.) or equivalent from a two year college or technical school; or three years relevant work experience. Excellent references required.

INTERESTED PARTIES

Please contact us using the [contact form on our website](#). Please do not call.