



## York, PA | Full Time Property Accountant/Bookkeeper

**The Investment Real Estate Group of Companies** is seeking a York based Property Accountant/Bookkeeper to work directly with the CFO.

### *The Business:*

The Investment Real Estate Group of Companies (IREGC) is composed of real estate centric entities focused on the self storage industry. The various companies provide brokerage services, feasibility studies, property management, development and construction services, general self storage consulting and insurance products. In addition, we own a portfolio of self storage properties. Our market area includes the eight States in the Mid-Atlantic and Northeast. Learn more at [www.irellc.com](http://www.irellc.com).

### *The Environment:*

IREGC currently employs 30 people overall with 10 of those in the home office, where this position will work from. We have converted an old stone grist mill built in 1831 and the adjoining miller's house into our offices. The setting is rural and safe. We strive to maintain a friendly, family-like work atmosphere. At times it can be hectic and other times very mellow; adaptability is key. We are rapidly growing, and this is an excellent opportunity for the right candidate.

### *The Role:*

We are seeking a Property Accountant/Bookkeeper who will:

- Be scrupulously organized and detail oriented.
- Work thoroughly and independently, getting things done in a professional manner.
- Present a positive impression to the firm's customers, employees and stakeholders.
- Be extremely pro-active in supporting administration and operations.
- Possess the ability to work on multiple entities at one time, and change gears quickly.
- Be open and embracing as new ideas and projects come up.
- Possess a positive "can do" attitude, knowing that any issue that arises can be overcome, solved, eradicated, left behind, gotten around, defeated and just plain taken care of!

Specific duties and functions of the position include, but are certainly not limited to:

- Multi-Entity Book-keeping and Accounting:
  - Cash Receipts and Deposits
  - Accounts Payable Entry and Disbursement
  - Bank Reconciliation
  - Month End Journal Entries
  - Year End 1099 Processing
  - Input with Annual Budgets
  - Occasional Governmental Reporting
- Monthly Sales Tax filings and reporting
- Payroll
- Record Retention

We are looking for someone who thrives in an environment of growth, change, and creativity with each day being a little different from the last. We're also looking for someone who likes and is capable of working independently. We're looking for someone grounded, operational and organized.

### *Experience:*

We're looking for someone with existing entry to intermediate level experience in this kind of role with a suite of glowing personal references. Experience with Accounting based software and spreadsheet applications is absolutely essential to success in this role. Preference will be given to candidates who possess proficiency with QuickBooks and Excel. Real estate experience is certainly a plus but not required.

And of course a pleasant and engaging personality is a must.

### *Application Process:*

1. Please fill out the following online questionnaire: <https://goo.gl/l146f6>
2. We will then contact you for further details such as your resumé.
3. We will meet with the final applicants in person.

We look forward to hearing from you,

***The IREGC Team***