

Property Bookkeeper



About the Role:

Precision is the pulse of RPI Management. We are looking for a detail-oriented Property Bookkeeping Specialist to manage the financial heartbeat of our portfolio. You won't just be "crunching numbers"—you'll be ensuring our owners are paid accurately, our vendors are managed professionally, and our financial records are audit-ready at all times. If you have a passion for real estate accounting and a "zero-error" mindset, we want you on the RPIM Crew.

Key Responsibilities:

- Accounts Receivable: Oversee record of daily expenses ensure all payments received correctly.
- Bank Reconciliation: Perform monthly reconciliations for operating and security deposit escrow accounts to maintain 100% financial transparency.
- Delinquency Management: Monitor aging reports and work alongside the leasing team to issue late notices or initiate ledger-related legal filings when necessary.
- Year-End Support: Assist in the preparation of 1099s and provide necessary documentation for tax season and annual audits.

What We're Looking For:

The "Detail" Expert: You spot a \$0.01 discrepancy from a mile away and don't stop until the books balance. You handle sensitive financial data with the highest level of discretion and ethics. You enjoy following (and improving) workflows to make sure nothing falls through the cracks.

Requirements

Experience in bookkeeping or accounting

Strong command of Excel and digital filing systems.

Associate's or Bachelor's degree in Accounting, Finance, or Business preferred.

Why Join the RPIM Crew?

We promote from within. This is a gateway to full leasing or property management roles.

Join a team that celebrates wins and supports the grind. We provide the tech and the leads; you provide the talent.

Ready to join the crew? Send your application and resume (if applicable) to rpim809@gmail.com, or, submit to our office lock box located on front of building.