



BOOKKEEPER/ACCOUNTING AP&AR SPECIALIST

ERES COMPANIES

Position to be based out of our Sarasota, Florida office - onsite position

In order to apply - applicants must be willing to work out of our Sarasota office. All applicants must also have 5 years of QuickBooks experience.

COMPANY OVERVIEW

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Sarasota, FL, Williston, ND, Bozeman, MT, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA and Neuquén, Argentina.

THE OPPORTUNITY

Job Summary

We are looking for a responsible & experienced AR/AP Specialist to perform a variety of accounting tasks. Duties of the Bookkeeper include providing support to our business line leaders and employees, assisting in daily department accounting needs and assisting with the reconciliations of different accounts on a reoccurring basis. Ultimately, a successful Bookkeeper should ensure the efficient and smooth day-to-day accounting operations of our Finance/Accounting department.

Essential Duties and Responsibilities

- Take a lead role in key bookkeeping and general ledger accounting activities, as well as A/R & A/P management
- Assist in multiple aspects of the company's financial / accounting operations, including financial reporting, general accounting, and other administrative duties

- Obtain revenue by verifying transaction information; computing charges and refunds; preparing and submitting invoices; identifying delinquent accounts and insufficient payments.
- Collect revenue by reminding delinquent accounts, notifying customers of insufficient payments.
- Review reports to guarantee all processed labor and reimbursements are billed to the clients.
- Prepare timely and accurate weekly invoices, ensure that QuickBooks is up to date and impeccably maintained at all time
- Enter all bills and maintain proper documentation and chain of approvals.
- Pay bills by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment

Position Requirements: Skills & Experiences

This is a key position for ERES. We work very closely as a team, and you must be a team player. You must be customer services oriented and willing to work with our internal teams across different business lines and functions. It is a fast-paced environment, where you must be able to wear multiple hats and work on multiple tasks simultaneously. The ideal candidate will be able to proactively handle complex or challenging situations and look for win-win solutions. They will be persistent, flexible yet comfortable with routine, and capable of creating and implementing systems. They must establish and nurture relationships within our organization. The individual must be an independent decision maker, self-sufficient, and self-directed in their activities. The ideal candidate will have job-specific skills that include experience in accurate banking and/or accounting services, computerized bookkeeping and general computer experience, and excellent administrative skills. About 60% of the time will be bookkeeping, and the components will be accounting department support work.

***** *Very strong proficiencies in QuickBooks and Microsoft Office (mostly Excel) are a must***

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

SUBMISSION

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Kate Waggoner at kate.waggoner@erescompanies.com.