

# HK||HallKeen

**Job Title: Property Management Bookkeeper**

**Location: Courts of Camp Springs, Suitland, MD 20746**

**Hours: Full Time-40 hours per week**

**Job Description:**

HallKeen Management has an opening for a full time Bookkeeper for The Courts of Camp Springs, Suitland, MD. The property is a LIHTC/BOND/market property with 414 apartments located in Suitland, Maryland.

**Duties and Responsibilities:**

Primary duties include, but are not limited to collecting, posting, depositing and scanning resident rents to appropriate accounts; recording and depositing other forms of property income; reconciling cash spreadsheets daily, analyzing resident rent ledgers as needed, processing move out paperwork, monitoring and following up with delinquent accounts including from the Local Housing Authority, and completing month end closing, while interacting with property accountants and Property Manager to ensure accuracy. Secondary duties may include conducting unit inspections annually, at turnover, and at move out, and any other work requested from the Property Manager.

The ideal candidate would possess a bookkeeping or accounting background, have impeccable attention to detail, excellent customer service skills, strong written and verbal communications skills, knowledge of the landlord/tenant court filing system, current or previous experience working in a rental office setting and a professional demeanor at all times. Candidates must be proficient with general letter writing and state collection knowledge is a plus. The ideal candidate would have working knowledge of OneSite, with solid working knowledge of ledgers and spreadsheets.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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