Urbanspace Real Estate + Interiors is looking to add a new member to their team! Urbanspace is the downtown market leader in residential real estate and high-end design services. Established in 2000, Urbanspace continues to grow in size and scope as we seek motivated, innovative professionals to join our winning team. Visit us online at [www.urbanspacelifestyle.com](http://www.urbanspacelifestyle.com) to learn more.

Position desired: Bookkeeper

Reporting to the Controller, the **Urbanspace Real Estate + Interiors Bookkeeper**’s primary responsibilities include maintaining the day-to-day accounting functions, filing, and tracking of incoming records and paperwork. Specific responsibilities:

* Full cycle Accounts Receivable, including new customer setup and maintenance, preparation of invoices, and maintaining customer records.
* Full cycle Accounts Payable, including new vendor setup and maintenance, vendor statement reconciliation and handling of discrepancies.
* Credit card payment processing and data entry
* Check deposits.
* Human resources tasks.
* Perform other related duties as may be requested.

**Our ideal candidate will possess:**

* Associate degree or bachelor’s degree in Accounting
* Three or more years of bookkeeping experience
* Proficiency in QuickBooks
* Proficiency in Microsoft Office
* Attentive to a high level of detail with consistency
* Strong organization skills
* Clear and concise written communications
* Proven ability to maintain confidentiality
* Real estate and/or retail accounting experience a plus, but not necessary

Interested parties, please send resume to paula@urbanspacelifestyle.com