

LAND PROFIT

GENERATOR

Accountant Position

We are currently searching for a self-driven and highly organized person to serve as Accountant of our real estate and education company. This position requires that all accounting related files and most work be done in our physical office in northern Phoenix, AZ.

We are a fast moving, hard-working, yet fun loving, family oriented, virtual team of people from all around the world (literally) in the Real Estate Investment and Online Education Industry. We specialize in flipping land, buying cash flow real estate (houses and multi-family properties), and making a difference in the world by teaching others how we do what we do so they too can become financially independent.

You will be assisting with all accounting related matter the company co-founders Jack and Michelle as well as organizing all accounting related tasks.

Extreme attention to detail and organization is required to manage, report on all finance and accounting related matters to the owners.

- Monthly preparation of commission's payments for our coaching, accountability, sales, affiliate and independent contractor divisions
- Vet monthly commissions submitted against payments to ensure commissions paid match client payments
- Accounts Payable across all our entities
- Manage Accounts Receivable and collections assistant across all entities
- Produce 1099s, 1098s across all entities
- Compiling, organizing, all tax related information across all entities
- Maintain weekly book-keeping and reporting initially in conjunction with outsourced Comptroller, ultimately to be owned fully by this position
- Set up and Manage Land Notes through Loan Servicing Agency.
- Stay in communication with CPA and tax strategist to make sure state, local and quarterly filings are done correctly and on time

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- Create and maintain daily, weekly and monthly budget reporting BASED ON ACTUALS
- Manage our Accounts Receivable in conjunction with our Financial analyst and / Collections Specialist and ensure communication with sales reps about outstanding payments from their clients to get back on track
- Work directly with the collections vendor as decided to ensure that outstanding payments beyond our control are collected on/communicating last chance opportunity with clients before this transition is made
- Make sure correct monthly contributions are made to tax, emergency, savings accounts
- Ensure that budgets are updated accurately and shared with all relevant parties based upon actual sales achieved.
- Retention action planning, discussion and follow-up with the accountability team
- Maintain collections on outstanding accounts to keep a 1% or less accuracy rate of dollars collected vs. owed on a monthly basis****

Qualification:

- Accounting Experience Required
- Bachelor degree desirable (or equivalent work experience)
- 3+ years of hands on experience
- Proficient in Quickbooks
- Proficient in learning new software quickly.
- Proficiency in MS Word, MS Excel, and MS Outlook a must (really it's important)
- Knowledge of principles and practices of basic office management
- Excellent communication skills - written and verbal
- Ability to prioritize projects and strong problem-solving skills
- Good research skills and attention to detail
- Must be willing to travel a few times per year
- Must be willing and able to organize physical accounting files

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Key Competencies:

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem-solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork
- Thoroughness
- Technical capacity
- Knowledge of DocuSign and Google Docs