

Office Administrator/Office Manager Madden Realty

JOB DESCRIPTION

This position is with a small 5th generation real estate and construction company with 5 employees. We manage land purchases, construction of new homes, marketing houses for sale and coordinating closings. We have a real estate portfolio we manage.

We focus on quality work, professionalism, and have established an upstanding presence in our community and those we work with on a daily basis. Looking for someone who can multi task, is self motivated, and has a desire for team success. Strong communication skills with outgoing personality and enjoys human interaction.

Office Administrator/Office Manager position will have many different roles and will require the following:

Coordinate real estate closings and work with buyers, sellers, loan originators, closing companies and attorneys.

Work with accounting company, insurance companies and banks.

Accounts payable/receivable using accounting software platform.

Handle Payroll on a bi-weekly basis.

Handle payment collection and deposits on investment properties.

Oversee Office manager assistant/book keeper.

Work with customers and subcontractors coming in to office to make payments and/or collect payments.

HOURS/PAY

Monday through Friday 8:30-12 and 1- 4:30. In time, positions hours could could get more flexible to allow 2 afternoons off per week.

Pay: \$26.00 - \$30.00 per hour

KNOWLEDGE AND SKILL REQUIREMENTS:

Real estate background/knowledge or an understanding of house closing process.

Accounting skills/knowledge.

Must have a strong desire to learn as this position has many different roles.

Must have working knowledge of Microsoft Office and Excel.

Must be very organized with great attention to detail.

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Financial Duties:

- Handling cash
- Processing payroll
- Handling accounts payable and receivable
- Generating financial and operational reports
- Maintaining budgets and record expenses
- Reconciling bank and credit accounts
- Submitting and reconciling expense reports
- Processing payments

Benefit Conditions:

- Waiting period may apply

Contact:

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