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Full Time Position Salary & Incentive Program Based on Experience

Reports to: Chief Financial Officer

Supervises: No Subordinates

Works With: CEO/President of LSI Companies, COO of LSI Companies, and All LSI's staff, outside consultants, contractors and clients of LSI Companies, Inc.

Position Statement:

This is a professional position within the real estate industry. The position requires strong knowledge of accounting, and business management. This is a fast-paced position requiring a unique combination of speed and accuracy. Individual must be a highly detail-oriented individual, persistent, honest and able to maintain complete discretion with respect to internal financial information, procedures, policies and project information.

Qualifications:

- Three to five years of experience in accounting and office management
- Excellent personal management and organizational skills
- Computer skills with Accounting, Microsoft Word, Excel and Outlook software experience
- Ability to communicate orally and in writing with a wide range of clients, vendors, consultants and investors

Job Duties:

- Responsible for accuracy and timeliness of all accounting records and reports.
- Maintain neat and organized filing systems
- Banking, invoice and check processing
- Account Reconciliations
- Assists in HR Administration
- Insurance and License tracking
- Other administrative duties as assigned

Hours and Working Conditions:

- 8:00 AM to 5:00 PM – Monday through Friday
- Hour lunch break
- 15 days of Paid Time Off annually
- LSI closes their office during the week between Christmas and New Year's Day, in exchange for this time off each employee is required contribute a portion of their own PTO time toward this time off, the Company contributes the remainder, time is determined at the beginning of each year.
- Professional Business Casual Dress Required