



# NEST REALTY IS HIRING A... **TRANSACTION & ACCOUNTING PROCESSOR**

Founded in 2008, Nest Realty is a full-service real estate agency specializing in residential, farms & estates, and commercial properties throughout Virginia and North Carolina.

We believe the real estate experience is often a gateway to the next chapter of our clients' lives. The process should be a happy one. Fun. Moving. Exhilarating. It is for us, and we love sharing it with our clients.

Though we still operate like a start-up, we are growing. That's where you come in. We're seeking a remarkable Transaction and Accounting Processor to join our team and help us ensure that our real estate transactions are closed quickly and accurately, our payables/receivables are processed effectively, and our general ledger of accounts is in order.

# THE OPPORTUNITY

**At Nest, we operate like a fast-paced start up.**

We're looking for a motivated and experienced team member to work with our accounting and operations team to provide assistance in processing real estate transactions and to handle accounts payable and receivables.

There are a variety of ever-important details that we'll need you to handle on a daily, weekly, monthly, and quarterly basis to ensure that our processes run like a well-oiled machine.

You'll work as part of a small accounting and transaction team and work intimately with our Charlottesville-based staff, as well as our team of Broker/Owners in Virginia and North Carolina.

Nest's Transaction and Accounting Processor will be a major cog in our wheel to ensure smooth back-end operations at **one of the fastest growing real estate brokerages in America.**

Responsibilities Include:

- Process real estate transactions in accordance with company standards
- Process accounts payables in accordance with company standards
- Update and maintain ledgers/records for expenditures
- Process credit card payments and reconcile accounts
- Handle receivables and billing for office location and agent charges
- Verify accounts by reconciling statements and transactions
- Assist the team with admin and clerical work, as necessary



# THE SKILLS

**We are looking for a dynamic, energetic, and detail-oriented 'Nester' to join our team. When it comes to skill set, we're looking for someone who...**

- Works well with others
- Possesses strong organization skills and attention to detail
- Shows pride in their work
- Possesses data entry skills
- Has an understanding of basic math and analytics
- Possesses strong written and verbal communication skills
- Serves as a steward for our brand
- Checks their ego at the door. At Nest, it's about the work, not the job title. This is a team sport. Please understand that we operate as a start up and there are scenarios where we need you to work outside of your standard scope to help our team with certain tasks.
- Has a basic understanding of cloud-based software (particularly financial or accounting software)
- Possesses competence with word processing and spreadsheet software programs



# HOW TO APPLY

To apply for this Charlottesville-based position, please send the following required items to [apply@nestrealty.com](mailto:apply@nestrealty.com):

1. A cover letter in **PDF format**.
2. Your resume in **PDF format**.
3. Your salary requirements.

**Please note that incomplete applications will NOT be considered. These three are a requirement to be considered.**

*In addition to the three REQUIREMENTS above...if you're feeling up to it, go ahead and be creative and send us whatever you want to show us that you're awesome and that you're the right person for this position.*

Compensation is commensurate with experience. Medical coverage (health and dental) included. And, yes, we've got a 401K plan, too.

This position is full-time and based in our Charlottesville, Virginia office. Sorry, we will not consider anyone working 'virtually.' You gotta be here...plus we're fun to be around and Charlottesville is a pretty sweet place to live.

This job will require some responsibilities after 'normal' business hours. (Are there normal business hours anymore?) The vast majority of the time spent working will be weekdays from 8:30-5:30. *However, please understand that there are certain periods and times of the year that will require additional hours in order to complete projects on time and stay up-to-speed on workload. There may be some limited weekend and evening hours needed throughout the year during our busy season.*

Confidentiality is ensured.

We can't wait to hear from you!

