



WE'RE HIRING

JOB OPENING: ACCOUNTING & TRANSACTION COORDINATOR

Nest Realty is looking for an Accounting & Transaction Coordinator to join our team.

What does a Nest Accounting & Transaction Coordinator do? You'll ensure that our accounting functions - including payments to agents, other accounts payable and receivable, and our credit card processing system - are in order and running smoothly.



HELLO, WE'RE NEST REALTY. (IT'S NICE TO MEET YOU).

We're a different kind of real estate brokerage. Our difference is born from our belief that buying or selling a home is one of the most important decisions our client will ever make.

This belief guides us to measure our success by something more than the number of yard signs we plant, how many brokers we hire, or the awards we win. For us, true success comes from helping people move easily and joyfully into the next chapter of their lives.

So "the process" of buying and selling real estate becomes one that's happy, exhilarating, and fun. And well worth sharing.

AWARDS ARE NICE. HELPING PEOPLE IS BETTER.

Unlike most real estate firms, we don't hire every broker that walks through the door. Quite the contrary. Every Nest broker is a full-time professional with a singular focus of providing an amazing real estate experience for every one of our buyers and sellers.

The result is a company built on the excellence and commitment of an accomplished team of brokers—award winners, Top Producers, and MBA's—whose ultimate reward comes from the satisfaction they get from happy clients.

SMART GROWTH.

Nest Realty hatched in 2008—the year the real estate bubble burst—with the vision of creating a better, easier, and more inspiring way to help people buy and sell real estate. A way that begins and ends with nurturing people.

At our most basic level, we're a real estate brokerage based in Charlottesville, Virginia. In 2017, we began to selectively offer Nest franchises and we're now operating in 18 markets in four states with more than 400 full-time Realtors (and growing).

We're looking to continue to grow our team and deepen our service offerings so that we can grow our brand footprint and provide our agents and franchisees with the best support and marketing in the industry.

WE STRIVE TO BE THE MOST TRUSTED BRAND IN REAL ESTATE

We know that's a big goal, but we're ready for the challenge. We're on a mission to build a brand and a full-service 'operating system' that empowers each and every Nester to grow their business and provide their clients with an exceptional real estate experience.

To achieve this, we must begin by teaming up with the right franchise partners to help us continue to build the right foundation - market by market - to deliver the best support, marketing, and technology to each of our agents. From there, we'll work hand-in-hand with our Nesters to continue to evolve and offer the support they need to ensure they can build a durable real estate business.

We live by a 'smart growth' strategy. Our brand and reputation are paramount, and we want to ensure that each and every franchisee and agent proudly represents the Nest brand. We know that we will never be the biggest firm or have the most number of agents.

But we do believe that we can grow - with the right people - to become the most respected and trusted firm in the industry.

THE OVERVIEW

As a Nest Accounting & Transaction Coordinator, you will join a team of professionals at our Charlottesville "HQ." Your main role will be to ensure that our agents are paid accurately and in a timely fashion. However, there's much more to the position than just that.

You'll be responsible for our accounts payable process to ensure that our 3rd party vendors and partners are paid accurately and timely. In addition, you'll work closely with our accounting and operations teams to generate ongoing invoices for receivables - this includes billing for agent marketing services and franchise services.

Overall, we're searching for a team player who is proactive, and desires to join an organization where we can help you get better and you can help us get better.

THE DETAILS

The Nest Accounting & Transaction Coordinator will:

- 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
- Handle receivables and billing for office location and agent charges
- Assist the team with admin and clerical work, as necessary

HOW TO APPLY

To apply for this Charlottesville-based position, please send the following **REQUIRED** items to 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 ITEMS 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 have 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!