



## **JOIN THE MY HOME GROUP FAMILY!**

### **Hiring For: Accounts Receivable Clerk**

We are looking for a skilled **Accounts Receivable Clerk** to provide financial, administrative and clerical services. This position will be working in our Transaction Closing Department processing invoices and payments for our real estate brokerage. Duties include ensuring accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts.

### **Responsibilities**

- The ability and willingness to work in a team environment
- Verification of the closing documents
- Creating transaction invoices for brokerage closings
- Receiving payments and creating deposit
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Using in-house software to process and manage transaction
- Verify discrepancies and resolve agents' transaction issues
- Attention to detail with accurate data entry
- Excellent organizational skills and ability to manage multiple projects simultaneously
- Ability to work under pressure with compressed deadlines
- Above average computer skills
- Ability to work overtime as business demands require
- Other duties as assigned.

### **Skills**

- Proven working experience in accounts receivable or accounting
- Proven ability to calculate, post and manage accounting figures
- Data entry skills along with a knack for numbers
- Proficiency in English and in Gmail
- High degree of accuracy and attention to detail
- Customer Service Oriented

**Please email your resume to [linda@myhomegroup.com](mailto:linda@myhomegroup.com) if interested.**



**About MHG:**

My Home Group is in the business of building businesses. Founded in 2005 by Jereme Kleven and Mark Hutchins, MHG has since given thousands of agents and teams the platform to grow a real business and enhance their real estate career. Today, MHG is one of the fastest growing residential real estate brokerages in the country. Named “A fastest growing company” by Inc 500 five years in a row, MHG closed over 20,000 transactions and \$7 billion in sales in 2020. The brokerage continues to shatter records and hit milestones each year while attracting the most productive agents from all over the country. The brokerage is currently ranked No. 2 in Arizona in volume, a true testament to the productive agents that are part of the award-winning brokerage. With collaboration, community and culture My Home Group continues to solidify themselves as the brokerage every agent wants to call home. Home starts here!

My Home Group stats (2020):

- No. 2 Brokerage (volume) in AZ
- \$6.1 Billion in sales
- More top-100 agents than any other brokerage in Arizona
- 70% of MHG Agents close at least one deal per month
- #28 brokerage in the country for volume
- #36 brokerage in the country for units
- The No. 1 resale agent in Arizona
- 20k+ transactions in 2020
- Inc. 500 fastest growing company (x5)