

Available Opportunities

In-Rel Properties offers competitive salaries, excellent benefits and an environment that fosters growth within the organization.

Accounts Payable Clerk Lake Worth, FL

We are currently seeking an experienced Accounts Payable Clerk to join our team in Lake Worth, FL.

Our company is in growth mode, the environment is very fast paced and becoming more corporate in nature. The ideal candidate will be high energy and able to adapt in a dynamic environment, and will work well as a team. This position will assist with the administrative & operational functions of the Accounting Department.

Essential Job Functions:

- Checks and approves all vouchers for payment
- Prepares invoice deduction notices, as necessary
- Prepare 1099 for all vendors and 1096 for all properties and reporting
- Set-up new vendors and request W-9 information
- Enter invoices for all properties
- Issue W-9 requested by tenants for all properties
- Answer all vendor inquiries
- Analyzes vendor accounts & negotiates extended terms with vendors when cash is restricted
- Prepares accounts payable checks
- Prints all accounts payable reports and maintains all accounts payable files
- Prepares analysis of accounts, as required
- Assists in monthly closings
- Assists with accounts receivable and special projects, as necessary

Minimum Requirements:

- Attention to detail a must
- Excellent verbal and written communications skills
- Accuracy is a must
- Excellent Customer Service and Organizational skills
- Proficient with Microsoft Word and Excel
- Deadline oriented
- Self Starter – able to work with a team and on your own
- Associate's degree preferred, preferably with accounting background
- Must have at least 3 – 5 years experience in Accounts Payable

We are a Drug free workplace. Extensive background check required.



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Lease Administrator Lake Worth, FL

We are currently seeking an experienced Lease Administrator to join our team in Lake Worth, FL.

Our company is in growth mode, the environment is very fast paced and becoming more corporate in nature. The ideal candidate will be high energy and able to adapt in a dynamic environment, and will work well as a team. This position is required to support all functions of the lease administration department including filing, development and maintenance of processes as well as customer service to all tenants and our leasing and property management department.

Essential Job Functions:

- Assist in the abstraction of financial terms and special provision of Lease Documents during the acquisitions and dispositions of assets
- Calculation percentage of rent overages, commissions, tenant improvements and rental increases
- Assist in preparation and/or tracking of Estoppels, Amendments and other lease documents
- Administrative assistance in setting up new properties and tenants within the YARDI Voyager Accounting Software
- Maintain lease filing systems
- Posting monthly charges, misc. charges, tracking all accounting functions of leases
- Calculate percentage of rent overages, commissions, tenant improvements and rental increases
- Processing of tenant move-ins and move-outs

Minimum Requirements:

- Attention to detail a must
- Excellent verbal and written communications skills
- Accuracy is a must
- Excellent Customer Service and Organizational skills
- Proficient with Microsoft Word and Excel
- Deadline oriented
- Self Starter – able to work with a team and on your own
- Associate's degree preferred, preferably with accounting background
- Must have at least 3 – 5 years experience in lease administration/commercial property management arena

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