

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/real-estate-bookkeeper-work-from-home/>

## REAL ESTATE BOOKKEEPER – WORK FROM HOME

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### BASE SALARY

INR 10700 - INR 25000

### DESCRIPTION

**Job Title:** Real Estate Bookkeeper (Property Management Specialist)  
Manage financial records, transactions, and reports for property management clients.

**Organization:** AcreBook  
**Location:** Remote (Work From Home)  
**Employment Type:** Full-time, Permanent  
**Salary:** ₹10,700 – ₹25,000 per month  
**Contact:** Email – [sales@acrebook.com](mailto:sales@acrebook.com)

### About Company

AcreBook is a fast-growing real estate outsourcing and PropTech company that supports U.S.-based property managers, brokers, and investors with accounting, operations, and digital solutions.

### Job Overview

This role focuses on handling bookkeeping tasks for real estate portfolios. You will manage financial records, track transactions, and prepare reports while ensuring accuracy and compliance with property management standards.

### Key Responsibilities & Role Details

- Manage daily bookkeeping for property management accounts
- Record and reconcile bank, credit card, and trust transactions
- Track rent rolls, tenant ledgers, and owner statements
- Perform monthly, quarterly, and yearly closings
- Prepare financial reports (P&L, balance sheet, cash flow)

- Handle accounts payable and receivable
- Ensure compliance with real estate accounting rules
- Support budgeting, forecasting, and audits

### Eligibility & Skills Required

- Experience in real estate or property management bookkeeping
- Knowledge of tools like AppFolio, Buildium, QuickBooks, or Yardi
- Strong understanding of accounting and financial reporting
- High attention to detail and accuracy
- Good analytical and problem-solving skills
- Strong communication skills
- Ability to manage multiple tasks and deadlines

### Preferred Qualifications

- Degree in Accounting, Finance, or related field
- Experience with U.S.-based real estate clients
- Knowledge of real estate metrics (NOI, ROI, occupancy rate)
- Experience working remotely

### Work Setup Requirements

- High-speed internet connection
- Personal laptop/desktop
- Quiet workspace
- Availability during U.S. business hours

### Perks & Benefits

- Work with international clients
- Career growth opportunities
- Exposure to advanced real estate tools
- Flexible remote work environment

### How to Apply

Send your resume + Video BIO (Google Drive link) to: [sales@acrebook.com](mailto:sales@acrebook.com)

Your video (max 5 minutes) should include:

- Your introduction
- Why you are a good fit
- Education & experience
- Current job status & notice period
- Salary details
- Confirmation of laptop, internet & workspace

## HIRING ORGANIZATION

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**AcreBook**

## EMPLOYMENT TYPE

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**Full-time**

## JOB LOCATION

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India

? **Remote work from: India**

## DATE POSTED

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